



Regional Institute of English, South India

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RIESIB/LIBR/OB/1/2022-LIB

08.02.2023

INVITATION FOR QUOTATIONS FOR SUPPLY BOOK TO LIBRARY

To:

M/s.....
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Dear Sirs:

Sub: Invitation of quotation for supply of Books to Library

1. Sealed competitive quotations are invited by the undersigned for the procurement of books for the library. The library committee selected the list of books provided in annexure 1.

2. **Quoted Price:**

- a. The tenderer may quote for one or more items in the format of the quotation attached;
- b. All duties, taxes and other levies payable by the tenderer (including Sales tax on the books) shall be included in the item rate.
- c. The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- d. Rates for the supply of partial quantity of an item is not acceptable.
- e. Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- f. Cable or Facsimile quotations are not acceptable.
- g. The delivery of books must be done within 15 days of receiving the order.
- h. The delivery address is the Director, Regional Institute of English South India, Jnana Bharathi Campus, Bangalore.

3. Each tenderer must submit only one quotation

4. **Validity of quotations:**

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

5. **Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- a. The evaluation will be done including the Sales tax. If the tenderer has not included the Sales tax in his quotation for the item rate and has also not indicated the rate of Sales tax applicable, the quoted rate will be treated as though it is inclusive of the Sales tax and no extra payment for Sales tax will be made;
- b. The evaluation would be done for each item separately. The tenderer who has quoted for the partial quantity of an item would be treated as non-responsive. The purchaser will award the contract for each item separately to the lowest responsive tenderer for that item.

6. Award of contract:

- a. The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- b. The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of the items indicated by 25% without any change in the unit price or any other terms and conditions.
- c. The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of the contract. The terms of the accepted offer shall be incorporated into the Purchase order.
- d. It is mandatory to supply all the books that are quoted, failing to which leads the cancellation of the purchase order.
- e. Only original books in good condition shall be supplied.
- f. The rate quoted, shall not, in any case, exceed the control price if any fixed by the Government of India or State Government or the rates printed by the publisher.
- g. Books of original with the same ISBN number and latest edition as on the date of supply shall be delivered irrespective of the fact whether the edition of Books is indicated or otherwise in the supply order.
- h. For any loss of books in transit, the book supplier will only be responsible.
- i. The rates quoted shall include all applicable Taxes under the GST Act minus (-) the discount allowed.
- j. The Price of books shall agree with the publisher's price proof.
- k. Payment shall be made after the delivery of the books and their acceptance.
- l. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as "Quotations for the supply of books Due on....." latest by 5.00 pm hours on (date).

We look forward to receiving your quotations.

With regards.

Attachment: ANNEXURE 1 List of books

(Sumangala
V) DIRECTOR

ANNEXURE 1: List of books recommended by the Library Committee

SL N.	AUTHOR	TITLE	YEAR	ISBN
1.	SINHA, M P	Research Methods in English	2022	9788126930395
2.	SHARMA, M & Bhalla, P	Doctor Jokes	2012	9788131000717
3.	Bharadwaj, R & Atraya, Pankaj	SMS Jokes	2012	9788181335739
4.	KAPIL, Narang	Superhit Jokes	2017	9788181335708
5.	KAPIL, Narang	International Jokes	2013	9788181335722
6.	Bharadwaj, R & Atraya, Pankaj	Internet Jokes	2011	9788181335746
7.	BARETTO, C	Amar Chitra Katha 3 book set	2021	9789354222986
8.	Maple Kids	Mahabharata : Timeless Series	2022	9789388304221
9.	Maple Kids	Shri Krishna : Timeless Series	2022	9789350337837
10.	Maple Kids	Alladin and Magic Lamp : Timeless Series	2022	9789389643619
11.	Maple Kids	Telani Raman : Timeless Series	2022	9789350335000
12.	Maple Kids	Akabar and Birbal : Timeless Series	2022	9789350337844
13.	Maple Kids	Indian Mythology : Timeless Series	2022	9789388304351
14.	Maple Kids	Buddha Tales : Timeless Series	2022	9789388304368
15.	Maple Kids	Around the World in 80 Days : Timeless Series	2022	9789350337233
16.	Maple Kids	Moral Stories: Timeless Series	2022	9789350337073
17.	Maple Kids	Jataka Tales : Timeless Series	2022	9789350337097
18.	Maple Kids	Vikram Betaal : Timeless Series	2022	9789350337066
19.	Maple Kids	Arabian Nights : Timeless Series	2022	9789350337080
20.	MADAAN, K V S	NTA UGC 2022 NET, SET & JRF: Teaching and Research	2022	

		Aptitude General Paper 1		9789354495564
21.	KIPFER, B A	Roget's International Thesaurus 8th Ed	2019	9780062843722
22.	OM Books	The Tortoise and the Hare: Moral Stories	2022	9789391258801
23.	OM Books	The Ungrateful Traveller: Moral Stories	2022	9789391258900
24.	OM Books	The Goose that Laid Golden Eggs: Moral Stories	2022	9789391258856
25.	OM Books	The Clever Fox and The Goat: Moral Stories	2022	9789391258726
26.	OM Books	The Jakel Learns a Lesson: Moral Stories	2022	9789391258115
27.	OM Books	The Glass of Milk: Moral Stories	2022	9789391258986
28.	OM Books	After three days : Moral Stories	2022	9789391258337
29.	OM Books	Anger : Moral Stories	2022	9789391258191
30.	OM Books	The Box f Biscuits : Moral Stories	2022	9789391258030
31.	OM Books	The Hungry Fox : Moral Stories	2022	9789391258832
32.	Maple Kids	Snow White and the Seven Dwarfs	2020	9789389643367
33.	Maple Kids	The Princess and the Pea	2020	9789389643398
34.	Maple Kids	The Pied Piper of Hamelin	2020	9789389643404
35.	Maple Kids	Rapunzel	2020	9788194130017
36.	Maple Kids	The Monkey and the String of Pearls	2020	9789388304979
37.	Maple Kids	Beauty and the Beast	2020	9789388304993
38.	Maple Kids	Blacky and Goldy	2020	9789388304955
39.	Maple Kids	Puss in Boots	2020	9789388304948
40.	Maple Kids	Hansel and Gretel	2020	9789388304986
41.	Maple Kids	The Fair One with Golden Locks	2020	9789388304962
42.	Maple Kids	Little Red Cap	2020	9788194130055
43.	Maple Kids	Cinderella	2020	9789389643428
44.	Maple Kids	Goldilocks and the Three Bears	2020	9789389643350
45.	Maple Kids	The Elves and the Shoemaker	2020	9788194130048
46.	Maple Kids	The wise Goat and the Wolf	2020	9788194130024
47.	Maple Kids	Jack and the Beanstalk	2020	9788194130031
48.	Maple Kids	The Wolf and Seven Goslings	2020	9788194130062
49.	Maple Kids	Sleeping Beauty	2020	9789389643374
50.	Maple Kids	Alladin	2020	9789389643411
51.	Maple Kids	The Little Mermaid	2020	9789389643381
52.	Maple Kids	Thumbelina	2020	9789391129927
53.	Maple Kids	Bessie the Borrower	2020	9789386003706
54.	Maple Kids	Bernie Gets into Trouble	2020	9789386003676

55.	Maple Kids	Fufu Saves Water	2020	9789386003744
56.	Maple Kids	Furball Eats Green	2020	9789386003768
57.	Maple Kids	Rumpelstiltskin	2020	9789391129910
58.	Maple Kids	The Emperor's New Suit	2020	9789390602575
59.	Maple Kids	The Princess and the Frog	2020	9789390602254
60.	Maple Kids	The Gingerbread Man	2020	9789390602414
61.	Maple Kids	The Town Mouse and the Country Mouse	2020	9789390602339
62.	Maple Kids	The Brave Tin-Soldier	2020	9789390602490
63.	Maple Kids	The Ugly Duckling	2020	9789391129934
64.	Maple Kids	King Midas	2020	9789391129835
65.	Maple Kids	The Bremen Town Musicians	2020	9789391129903
66.	Young Angels	Little Red Riding Hood	2021	9789383928033
67.	Young Angels	Alice in Wonderland	2021	9789383928002
68.	Young Angels	The Three Little Pigs	2021	9789383928576
69.	Young Angels	Pinocchio	2021	9789383928569
70.	Maple Kids	The Cap Seller and the Monkeys	2021	9789391129118
71.	Maple Kids	The Monkey and the Two Cats	2021	9789391129620
72.	Maple Kids	Three Little Pigs	2021	9789391129279
73.	Maple Kids	The Thirsty Crow	2021	9789391129460
74.	CHARNWOOD, Lord	Abraham Lincoln	2017	9788183823135
75.	VATS, Anita	Development of Education in India	2014	9788189005238
76.	GREEN, David	Contemporary English Grammar Structures and Composition	2015	9789351381273
77.	RAO, K V	Introduction to Educational Research	2016	9788189005788
78.	GARG, Chitra	Child Development	2015	9788183823210
79.	AGGARWAL, Pradeep	A New Approach to Teacher and Education in the Emerging Indian Society	2014	9789383045075
80.	THAKUR, K R	Educational Development and Technology	2010	9788189005610
81.	MEGANATHAN, Ramanujam	Language Across Curriculum	2019	9789353437558
82.	Maple Kids	Moral Stories Book 1 to 10 set	2021	9789389643640
83.	ACHARYA, K P	On Writing	1997	8173420181
84.	KOTHARI, C R	Research Methodology: Methods and Techniques	2020	9789386649225
85.	Maple Kids	My First Panchatantra Tale Set of 5 books	2020	9789390292363
86.	Maple Kids	My First Aesop's Fable Set of 5 books	2020	9789390292837
87.	Maple Kids	My First Moral Stories Set of 5	2020	

88.	Maple Kids	My First World Classic Set of 10 books	2021	9789390292325 9789390602520
89.	UR, Penny	100 Teaching Tips	2016	9781316507285
90.	THORNBURY, Scott	101 Grammar Questions	2019	9781108701457
91.	THORNBURY, Scott	30 Language Teaching Methods	2017	9781108408462
92.	MALEY, Alan	50 Creative Activities	2018	9781108457767
93.	CRYSTAL, David	50 Questions About English Usage	2021	9781108959186
94.	RICHARD, Jack C	50 Tips for Teacher Development	2017	9781108408363
95.	READ, Carol	101 Tips for Teaching Primary Children (2 copies)	2020	9781108744225
96.	HANCOCK, Mark	50 Tips for Teaching Pronunciation (2 copies)	2020	9781108744966
97.	HARMER, Jeremy	50 Communicative Activities (2 copies)	2022	9781009014120
98.	MURTHY, Sudha	The Sage with Two Horns	2021	9780143442325
99.	MURTHY, Sudha	The Man from the Egg	2017	9780143427865
100.	MURTHY, Sudha	The Daughter from a Wishing Tree	2019	9780143442349
101.	MURTHY, Sudha	The Upside-Down King	2018	9780143442332
102.	BHAGAT, Chetan	What Young India Wants	2022	9788129135544
103.	BRAGANZA, Michael	Common Errors in English	-	9788172450182
104.	SHARMA, Robin	Family Wisdom	2013	9788179922309
105.	SHARMA, Robin	The Leader who had no Title	2018	9788184951196
106.	JACOBS, Joseph	Indian Fairy Tales	2017	9789351952015
107.	BINGHAM, Eve	Simply Handwriting Analysis	2007	9781402740015
108.	MAWLONG, T B	The Mystery of the Missing Mobiles	2018	9788123781686
109.	LEANEY, C	Dictionary Activities	2013	9780521735841
110.	ROSENBLOOM, Joseph	Zaniest Riddle Book (2 copies)	-	9788172451158
111.	TURTON, N D	Longman Dictionary of Common Errors	2020	9788131702260
112.	SHUKLA, Vivek	The Great Book of Riddles and Jokes	2016	9788183822619
113.	TAGORE, Rabindranath	All Time Great Stories of Rabindranath Tagore	2018	9788131005385
114.	MURTHY, Sudha	The Serpent's Revenge	2016	9780143427858
115.	YADAV, L K	Optimal Learning of Communication and Soft Skills	2022	9798885694797
116.	HARIHARAN, S	Soft Skills	2019	9788180940859
117.	SOOD, Madan	Most Common Errors in	-	9788172454401

118.	PAUL, D S	English 100 Essays	-	9788172450250
119.	WHITEMAN, W A	Readymade Speeches	-	9788172450588
120.	PILLAI, Radhakrishnan	Chanakya Classroom: Life Lessons for students	2022	9789353049393
121.	SARASWAT, M	The World of Inspiring Quotations	-	9788174821973
122.	AHUJA, Simar	Meaningful Quotes	2017	9788183822336
123.	PINNACLE	Zero to Hero in 60 days English Grammar and Practice	-	-
124.	SHETTY, Annappa	SSLC English Easy Scorer	-	-
125.	Ojha, Manisha	English Compositions	-	9781649834546
126.	Malayala Manorama	Manorama Yearbook 2023	2023	9789393003645
127.	Dancer, Judith	The Little book of Talk	2016	9781472930385
128.	Tomlinson	Developing Materials for Language Teaching (2 copies)	2018	9789387863477
129.	Bowkett, Steven	A Creative Approach to Teaching Writing	2014	9781441176769
130.	Croft, Andy	A Creative Approach to Teaching Rhythm and Rhyme	2015	9781472910691
131.	Braj Mohan	Let's Play English: Activities for Language Teaching	2020	9789386385529
132.	Mahanand, Anand	Learning to Learn: Study Skills in English	2020	9788130932439
133.	Ravi, Meera	A Guide to Study Skills	2020	9788130924564
134.	Mehrotra, Vivek	Why My Horse Doesn't Listen	2017	9788130906164
135.	Sreetilak, S	Fiction in Films, Films in Fiction	2015	9788130904016
136.	Mishra, M K	Multilingual Education in India	2020	9788130927633
137.	Oliver, Marina	Writing Historical Novels	2017	9789385919459
138.	Manser, Martin H	Guide to Good Writing	2020	9788130931173
139.	Manser, Martin H	Guide to Style	2017	9788130926902
140.	Manser, Martin H	Learn English in 30 days	2017	9789386385468
141.	Damaraju, Sarada	Young Learners English	2020	9788130912400 9788130925578 9788130922201 9788130922751
142.	Mahanand, Ananad	Classroom Tasks in English: A Resource Book for Multilingual Teaching	2019	9789388386845
143.	Coffin, Caroline	Applying English Grammar	2011	9780340885147
144.	Mahanand, Anand	Methods of Teaching English	2023	9789393329981
145.	Garcia, O and Kleyn, T	Translanguaging with Multilingual Students: Learning from Classroom Moments	2022	9781138906983
		KCSR 1977 updated edition		

146.	Government of Karnataka	2022 (English) (2 copies)	2022	-
147.	Govt of Karnataka	CCA 1957 updated (English) (2 copies)	2022	-
148.	Government of Karnataka	Conduct Rules 1966 updated 2021 (English) (2 copies)	2022	-
149.	Government of Karnataka	KTPP 1999 and 2022 updated (English) (2 copies)	2022	-
150.	Government of Karnataka	MCE 1958 (Manual of Contingent Expenditure) (English) (2 copies)	2022	-

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FORMAT OF QUOTATION

Sl. No	Author	Title and Year of Pub	Quantity	MRP (Rs.)	Discount (Rs.)	Unit rate(Rs.) After discount	Total amount
1							
2							
3							
4							
5							
6							

1. We agree to supply the above goods in accordance with the technical specifications for the total price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations.
2. We also confirm that the normal commercial warranty/guarantee of months shall apply to the offered goods.

(Tenderer)**Name:****Signature:****Date:**.....