



शासकीय वैद्यकीय महाविद्यालय, रत्नागिरी

Government Medical College, Ratnagiri

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दुरध्वनी क्र. ०२३५२-२४४३५५

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क्र.शावैमर/मध्यवर्ती ग्रंथालय/पुस्तके/दरपत्रक/२०२४-२५/१६१७ /२०२४ दिनांक : २३/१२/२०२४

दरपत्रक पत्र (QUOTATION LETTER)

प्रति,

विषय :- सन २०२४-२५ या आर्थिक वर्षामध्ये वैद्यकीय शास्त्रातील भारतीय व विदेशी प्रकाशकांची पुस्तके खरेदी करण्यासाठी सिलबंद लिफाफ्यात दरपत्रके सादर करणेबाबत....

महोदय,

उपरोक्त विषयास अनुसरून आपणांस कळविण्यात येते की, सन २०२४-२५ या आर्थिक वर्षामध्ये शासकीय वैद्यकीय महाविद्यालय, रत्नागिरी येथील मध्यवर्ती ग्रंथालय विभागासाठी आवश्यक असणाऱ्या वैद्यकीय शास्त्रातील प्रकाशित होणाऱ्या भारतीय व विदेशी प्रकाशकांची पुस्तके खरेदी होण्यासाठी या पत्रासोबत जोडलेल्या यादीतील पुस्तकांची दरपत्रके मागविण्यात येत आहे. सदर पुस्तक खरेदी प्रक्रिया पारदर्शीपणे पार पाडण्यासाठी या महाविद्यालयातील मध्यवर्ती ग्रंथालय विभागाच्या व गुड ऑफिसस कमिटी, नवी दिल्ली (GOC) यांच्या अटी, शर्तीचे पालन करून, सोबत जोडलेल्या यादीतील पुस्तकांच्या शीर्षकांची त्या-त्या प्रकाशकाने प्रसिध्द केलेली आधारभूत किंमत दरपत्रकामध्ये नमूद करणे आवश्यक आहे. तसेच या पत्रासोबत जोडलेल्या यादीतील पुस्तकांचे दरपत्रक (किंमती) भरण्यापूर्वी या महाविद्यालयाने दरपत्रकाच्या पत्रामध्ये नमूद केलेल्या अटी व शर्तीचे प्रथम काळजीपूर्वक अवलोकन करून, आपण दरपत्रक तयार करावे. जर पुरवठादाराचे (आपले) दरपत्रक या महाविद्यालयाने खालील नमूद केलेल्या अटी व शर्तीनुसार नसेल तर, आपले दरपत्रक तुलनात्मक दरातकत्यासाठी ग्राह्य धरले जाणार नाही याची नोंद घ्यावी.

या महाविद्यालयास दरपत्रक सादर करताना/पाठविताना पाकीटावर प्रति, शासकीय वैद्यकीय महाविद्यालय, रत्नागिरी, होडेकर रोड, उद्यमनगर, पटवर्धन वाडी, रत्नागिरी - ४१५६१२ अशा ठळक अक्षरात पत्ता नमूद करावा.

आपले दरपत्रक या महाविद्यालयास सादर करताना/पाठविताना मोहरबंद लिफाफ्यावर पुस्तके खरेदी दरपत्रक सन २०२३-२४ असे ठळक अक्षरात सादर करावे.

सदरचे दरपत्रक भारतीय डाक किंवा हस्तबटवड्याने किंवा कुरिअरने दिनांक ०७/०१/२०२५ रोजी सांयकाळी ५.०० वाजे पर्यंत किंवा त्यापूर्वी या महाविद्यालयाच्या

कार्यालयास प्राप्त झाले तरच आपले दरपत्रक ग्राह्य घरले जाईल. अन्यथा तदनंतर प्राप्त झालेले दरपत्रक विचारात घेतले जाणार नाही.

दरपत्रक खालील अटी व शर्ती नुसार या महाविद्यालयास सादर करण्यात यावे.

- १) आपण आपल्या दरपत्रकामध्ये आम्ही या पत्रासोबत जोडलेल्या पुस्तकांच्या यादीतील शीर्षकांच्या अनुक्रमांकाची व विभागाची नोंद जशी आहे त्याचप्रमाणे करणे आवश्यक आहे. जर पुरवठादाराने (आपण) सोबत जोडलेल्या पुस्तकांच्या यादीतील अनुक्रमांक दरपत्रकामध्ये नमूद केला नाही तर आपले दरपत्रक रद्द करण्यात येईल. (पुरवठादाराने स्वतःचा अनुक्रमांक दरपत्रकामध्ये नमूद करू नये.)
- २) पुस्तकांच्या शीर्षकांच्या रकान्यामध्ये आवृत्ती व वर्ष नमूद करू नये. जी - ती माहिती त्या-त्या रकान्यातच भरण्यात यावी.
- ३) दरपत्रकासोबत जोडलेल्या यादीतील एखाद्या पुस्तकांच्या शीर्षकाचे किंवा लेखकाचे नाव अपूर्ण असेल तर पुरवठादाराने (आपण) त्यात दुरुस्ती करावयाची आहे.
- ४) एखादे शीर्षक खंडामध्ये/सेटमध्ये (व्हॉल्यूममध्ये) प्रकाशकाने प्रकाशित केले असेल किंवा उपलब्ध असेल तर या पत्रासोबत जोडलेल्या यादीमध्ये शीर्षकांच्या पुढे खंडाबाबत तसे नमूद केलेले नसेल तर, आपण दरपत्रक सादर करताना त्या पुस्तकांच्या शीर्षकापुढे त्याचे किती खंड आहेत ते नमूद करून त्या सर्व खंडाची किंमत एकत्रित करून नमूद करावी.
- ५) या पत्रासोबत जोडलेल्या पुस्तकांच्या यादीतील पुस्तक बाजारपेठेत उपलब्ध नसल्यास किंवा सदर पुस्तकांचे प्रकाशन बंद करण्यात आले असल्यास सदर पुस्तकांची किंमत दरपत्रकामध्ये नमूद करण्यात येऊ नये. व अशा पुस्तकाची किंमत आपण दरपत्रकामध्ये नमूद केली नसल्यास Not Available /Not Quoted असे सदर पुस्तकाच्या अनुक्रमांका पुढे/शीर्षकापुढे स्पष्ट नमूद करावे.
- ६) दरपत्रक सादर करताना सोबत जोडलेल्या यादीतील पुस्तकाची आवृत्ती व त्याचे प्रकाशन वर्ष नमूद करण्यात यावे, तसेच पुस्तकांची आवृत्ती नवीन, अद्ययावत (न्यू किंवा लेटेस्ट) असे नमूद करण्यात येऊ नये व बाजारपेठेत उपलब्ध असलेली आवृत्ती व वर्ष स्पष्टपणे नमूद करावे.
- ७) आपणास पुरवठा आदेश या महाविद्यालयाने दिल्यास अद्ययावत आणि त्या पुस्तकांची मूळ (ओरिजनल) कॉपीचा पुरवठा करावा लागेल.
- ८) आपणांस जर पुस्तक पुरवठ्याचे आदेश दिल्यास देयका सोबत पुस्तकांच्या किंमती, आवृत्ती व प्रकाशन वर्षाबाबतच्या तसेच सदर पुस्तकांच्या प्रकाशनाबाबतच्या माहितीकरीता पुरावे (प्राईजप्रुफ) सादर करणे अनिवार्य आहे. (पुरवठादाराने स्वतःच्या लेटरहेडवर प्राईजप्रुफ तयार न करता प्रकाशकाचे प्राईजप्रुफ सादर करणे अनिवार्य आहे.)
- ९) ज्या पुस्तकांचे प्राईजप्रुफ देयकासोबत सादर करण्यात येणार नाहीत, त्या पुस्तकांची रक्कम देयकातून वजा करून उर्वरित रक्कम दिली जाईल याची नोंद पुरवठादाराने घ्यावी.
- १०) सोबत जोडलेल्या पुस्तकांच्या यादीतील विषयाचे नाव, यादीतील अनुक्रमांक न बदलता जसाच्या तसाच दरपत्रकामध्ये नमूद करावा. पुरवठादाराने (आपण) स्वतःचे अनुक्रमांक सोबत जोडलेल्या यादीत पुस्तकांच्या शीर्षकांना देवू नयेत, यादीतीलच अनुक्रमांक नमूद करावेत.
- ११) पुरवठादाराने (आपण) सदर दरपत्रकाच्या पत्रास अनुसरून दरपत्रक सादर केल्यानंतर, जर एखाद्या पुस्तकांच्या प्रकाशकाने बाजारपेठेत त्याच पुस्तकाची नवीन आवृत्ती किंवा पुर्नमुद्रण केल्यास/झाल्यास (रिप्रिंट काढल्यास) आपण दरपत्रकामध्ये नमूद केलेल्या

रक्कमेप्रमाणे, त्या पुस्तकाच्या नवीन आवृत्तीचा पुरवठा करावा लागेल. जर आपण जुन्या आवृत्तीचे किंवा जुने मुद्रण असलेल्या आवृत्तीचे पुस्तक या महाविद्यालयास पुरवठा केल्यास आपणांस त्या पुस्तकाची सदर देयकातील रक्कम वजा करुन उर्वरित रक्कमेचे देयक पारित केले जाईल. तसेच सदरची पुस्तके आपणांस परत करण्यात येणार नाही/ परत मिळणार नाही.

- १२) पुरवठादाराचे (आपले) दरपत्रक या महाविद्यालयाने ग्राह्य धरल्यास न्युनतम दरास अनुसरुन आपणांस पुस्तक पुरवठ्याचे आदेश दिल्यास, आपण महाविद्यालयास जी पुस्तके पुरवठा करणार आहात, ती पुस्तके या महाविद्यालयाच्या मध्यवर्ती ग्रंथालय विभागामध्ये पोहोच करावी लागणार आहेत. तसेच आपणास पुस्तक पुरवठ्याचे आदेश देण्यात येतील तेव्हा दरपत्रकामध्ये नमूद अनुक्रमांकांनुसारच देयकामध्ये अनुक्रमांक नमूद करावयाचे आहे. व त्यानुसार ग्रंथपाल यांना सदरची पुस्तके मोजून द्यावयाची आहेत.
- १३) आपणांस पुस्तक पुरवठ्याचे आदेश दिल्यास गुड ऑफिसेस कमिटी, नवी दिल्ली यांच्या अटी व शर्तीनुसार पुस्तकांच्या नवीन आवृत्तीचा व प्रकाशन वर्षाचा उल्लेख असलेल्या पुस्तकांचा पुरवठा करावा लागेल.
- १४) आपल्या दरपत्रकामध्ये नमूद केलेल्या पुस्तकांच्या किंमतीच्या शीर्षकाचे या महाविद्यालयाचे पुस्तक पुरवठा करण्याबाबतचे आदेश आपणांस प्राप्त झाल्यानंतर आदेशासोबत जोडलेल्या यादीतील पुस्तकांचा पुरवठा दहा दिवसांच्या आत किंवा आदेशात नमूद केल्याप्रमाणे करावा लागेल.
- १५) परकीय चलनाच्या रूपांतरित दर हा गुड ऑफिसेस कमिटी, नवी दिल्ली यांच्याद्वारे स्विकारलेला वर्तमान दरच ग्राह्य धरण्यात येईल.
- १६) पॅनकार्ड फर्मच्या नावे असावे. जर फर्मच्या नावे पॅनकार्ड नसेल तर त्याबाबतीत आवश्यक असणारी कागदपत्रे दरपत्रकासोबत जोडण्यात यावीत.
- १७) आपणांस पुस्तक पुरवठ्याचे आदेश दिल्यानंतर त्या आदेशासोबत जोडलेल्या यादीतील पुस्तकांचा संपूर्ण पुरवठा करावयाचा आहे. जर आपण सर्व पुस्तकांचा पुरवठा न केल्यास पुरवठादाराचे (आपले) नांव काळ्या यादीत समाविष्ट केले जाईल व या पुढील वर्षापासूनचे पुस्तक खरेदी करण्याकरीताचे दरपत्रक तुलनात्मक दर तक्त्याकरीता विचारात घेतले जाणार नाही याची नोंद घ्यावी.
- १८) या महाविद्यालयाच्या मध्यवर्ती ग्रंथालय विभागाच्या असे निर्देशनास आले आहे की, काही प्रकाशक सुध्दा पुस्तक पुरवठादार आहेत, ते सुध्दा पुस्तकावर जास्तीत जास्त सुट देवून कमीत कमी किंमत दरपत्रकामध्ये नमूद करीत असतात. परंतु काही पुरवठादार (आपण) त्या प्रकाशकाच्या पुस्तकांवर त्यांच्यापेक्षा जास्त सुट देवून जुन्या आवृत्ती, रिप्रिंटचे जुन्या वर्षाच्या आवृत्तीचे प्रकाशन असलेल्या पुस्तकांची किंमत दरपत्रकामध्ये नमूद करुन आदेश मिळवून, त्या पुस्तकांचा पुरवठा पूर्ण करीत नसल्याचे दिसून आले आहे. त्यामुळे या महाविद्यालयास आवश्यक असलेल्या पुस्तकांची खरेदी होत नसल्यामुळे, वाचकवृंदांना हवे असणारे वाचनसाहित्य मिळत नाही. त्यामुळे त्यांना वाचनसाहित्या पासून वंचित राहावे लागते. त्याकरिता पुरवठादाराने (आपण) या दरपत्रकाच्या पत्रासोबत जोडलेल्या यादीतील ज्या पुस्तकांचा पुरवठा करू शकत असाल, अशाच पुस्तकांच्या किंमती आपणांस परवडतील अशा नमूद करण्यात याव्यात.
- १९) खालीलप्रमाणे दरपत्रक सादर करावयाच्या विहीत नमुन्यातील १२ रकाने आहेत, त्यातील सर्व रकान्यातील माहिती भरावयाची आहे.

२०) दरपत्रक सादर करण्याचा नमुना खालीलप्रमाणे

List Sr. No.	Author	Title	Latest Ed./ Year	Publisher name	Print Indian/ Foreign	Original Price (MRP)	Currency	Conversion Rate	Amount	Discount	Net Amount
1	2	3	4	5	6	7	8	9	10	11	12

- २१) दरपत्रकामध्ये अपूर्ण शीर्षक, लेखकाच्या नावात बदल तसेच लेखकाचे अपूर्ण नाव असे दिसून आल्यास सदर शीर्षक तुलनात्मक दरतक्त्यासाठी ग्राह्य धरण्यात येणार नाही.
- २२) थकीत देयकावर कोणत्याही स्वरूपाचे व्याज अदा करण्यात येणार नाही.
- २३) बँकेद्वारे किंवा इतर माध्यमाद्वारे आगाऊ रक्कम अदा करण्याची अट स्विकारली जाणार नाहीत.
- २४) कर, पॅकिंग दर, फॉरवर्डिंग शुल्क देण्यात येणार नाहीत.
- २५) या महाविद्यालयास ई-मेलद्वारे पाठविण्यात आलेले दरपत्रक स्विकारले जाणार नाही.
- २६) दरपत्रकासोबत खालील नमूद केलेली कागदपत्रे जोडण्यात यावी.
- अ) गुड ऑफिसिस कमिटी, नवी दिल्ली (GOC) यांच्याशी सलग्न असलेल्या असोसिएशनचे सन २०२४-२५ या वर्षाकरिता सभासद असल्याबाबतच्या प्रमाणपत्राची छायांकित प्रत. तसेच आपण जर गुड ऑफिसिस कमिटी, नवी दिल्ली (GOC) यांचे अधिकृत मध्यस्थ (एजंट) असल्यास दरमहा गुड ऑफिसिस कमिटीचे परिपत्रक प्रसिध्द करण्यात येते, त्या परिपत्रकाच्या २०२४ ची छायांकित प्रत.
- आ) सन २०२३-२४ या आर्थिक वर्षाच्या (Assessment Year 2024-25) आयकर परतावा पोचपावती/प्रमाणपत्राची छायांकित प्रत
- इ) पॅनकार्डची छायांकित प्रत.
- २७) इतर महाविद्यालयास केलेल्या पुरवठ्याशी संबंधित कोणत्याही प्रकारची कागदपत्रे, प्रमाणपत्रे या महाविद्यालयास दरपत्रक सादर करताना सोबत जोडण्यात येऊ नयेत.
- २८) पुस्तक पुरवठादार हा काळ्या यादीत (Black Listed) नसावा.
- २९) या महाविद्यालयाच्या सदर दरपत्रकाच्या पत्रास अनुसरून आपण दरपत्रक सादर करण्यात आले. परंतु काही कारणास्तव आपले दरपत्रक स्विकारण्याचे अथवा नाकारण्याचे अधिकार खाली स्वाक्षरी करणारे मा. अधिष्ठाता यांनी राखून ठेवले आहेत.
- ३०) प्रस्तुत प्रकरणी पुस्तक खरेदीबाबत कोणताही राजकीय दबाव आणल्यास सदरहू पुरवठादारास काळ्या यादीत समाविष्ट करण्याबाबत शासनास कळविण्यात येईल याची नोंद घेण्यात यावी.



(डॉ. जयप्रकाश रामानंद)

अधिष्ठाता

शासकीय वैद्यकीय महाविद्यालय,
रत्नागिरी

सोबत - पुस्तकांची/शीर्षकांची यादी जोडलेली आहे. (पान क्र. १ ते १७)

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