



LIBRARY

Date: 17-01-2017

Empanelment of Book Suppliers/Distributors/Publishers

PDPM-Indian Institute of Information Technology, Design and Manufacturing Jabalpur (PDPM-IIITDMJ), one of the premier technical Institutes of the country, established by Ministry of Human Resource Development (MHRD), Government of India, invites interested agencies for **Empanelment of books suppliers/distributors/publishers** for supplying the books to the Institute library on demand throughout the year.

Initial offer/contract will be valid for a period of ONE year from the date of final approval of empanelment of books suppliers list and it may be further extendable on satisfactory performance with written request from the individual vendor/supplier. However, competent authority of the Institute reserves the right to dismiss the penal or any one member of the panel in between with a notice of TWO months without any clarifications.

Interested book supplier/distributor/publisher may download the application from the institute website <http://www.iiitdmj.ac.in> and submit the sealed application with all supporting documents, mentioning "**Application for Empanelment of Book Suppliers/ Distributors/ Publishers**" at the top of the envelope and send to "The Registrar, PDPM-IIITDM Jabalpur-482005 or dropped in the quotation box available in the Institute office.

Timeline of Tender	
Last date for submission on tender	23-02-2017 (at 03:00 PM)
Date of opening technical bids	23-02-2017 (at 04:00 PM)
Date of opening financial bids	To be announces later on website

Terms and Conditions for Applicant

1. Suppliers/Distributors/Publishers should submit application form along with Annexure II (Technical Bid) & Annexure-III (Financial Bid) in separate sealed envelopes and put both sealed envelopes in one big size envelope with superscription – *Application for Empanelment of Book Suppliers/ Distributors/ Publishers.*
2. Financial bid envelope should contain only commercial bid (Annexure-III). If it is not in separate and sealed envelope, that application will automatically disqualified without any further processing.
3. The applications will be scrutinized and shortlisted for empanelment based on their Technical bid and financial bid will be open only for those vendors who will be technically fit.
4. A list of shortlisted Suppliers/Distributors/Publishers will be uploaded on Institute website and opening date for financial bid will be announced on Institute website.
5. At the outset, a panel of three Suppliers/Distributors/Publishers (H1, H2 & H3) will be finalized with the discount rates of H1. (**H represents Highest Discount Rate**)
6. If anyone from H2 and/or H3 will not agree to supply the books with the discount rates of H1. In this case, call will be given to H4 to maintain three members in panel.
7. Institute will give a fair chance of equal business to each member of panel provided the supplier supplies books within given time period and following all other terms and conditions.
8. Suppliers/Distributors/Publishers will offer a flat discount to the Institute for all categories of books of Indian edition, foreign edition, society, Institutional publication etc. on a continuous basis. If you quote publisher wise or categories wise, in this case your quotation will stand cancelled.
9. All Suppliers/Distributors/Publishers are required to submit an undertaking in the enclosed format (Attached as Annexure I), duly signed by authorized person of the firm with his/her complete name and designation at appropriate place on the document.
10. Qualified Suppliers/Distributors/Publishers would be required to sign agreement on terms and conditions with the Institute on judicial stamp papers of Rs 100.00.(Rupees One Hundred Only)
11. In case of wrong or incomplete information and/or unavailability of necessary document, candidature of the Suppliers/Distributors/Publishers will be eliminated for further process.
12. The application form will not be accepted after the closing date and time.

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**Undertaking for the Supply of Books to PDPM Indian Institute of Information
Technology, Design and Manufacturing, Jabalpur**

To,

The Library
PDPM-IIITDM, Jabalpur
Dumna Airport Road
P.O.: Khamaria, Jabalpur - 482005
Madhya Pradesh, India

I/We hereby under-take the following:

Books:

1. That against a given order, only the latest edition of the title will be supplied.
2. That against each title, it will be certified that the books supplied are genuine and their pirated versions have not been supplied.
3. That unless otherwise specified in the order, only the Indian Edition/Low Price Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied.
4. That unless otherwise specified in the order, only the Paperback Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied in place of the Hard Cover edition.
5. In case of non-availability of Indian Edition and/or Paperback Edition, supplier must seek prior approval through e-mail from the Institute.
6. If the ordered book is accompanying CD/online version/other material free of cost same would be supplied with the book. If it involves additional charges, the supplier will inform to the Institute well in advance.

Enquiry on Availability of Books:

1. The library will place an enquiry with all the empanelled suppliers for the required titles and number of copies of each thereof by e-mail.
2. As per the provided list of titles, the empanelled suppliers have to respond within two days only by email with the following details.
 - Number of copies available.
 - Unit Price (in original currency).

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- Delivery period.
- Validity of the quoted price.
- Validity of availability of book.
- Accompanying material if any.

Purchase Order:

1. Supply of books has to be made strictly as per the purchase order.
2. Send the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, preferably by email.
3. Any clarification/query regarding the purchase order should be sought from the library within THREE days from the date of receipt of the order
4. That Indian edition of the book(s) shall be supplied within 30 days from the date of receipt of the order. Foreign editions of the book(s) shall be supplied within 45 days from the date of receipt of the order.

Supply:

1. Supplier will send the scanned copy of bill and courier dispatch number with date through email or fax.
2. Consignee and mode of dispatch should be sent to the library by speed post, parcel /registered parcel/courier/by hand. The charges will be borne by the supplier. Book sent by any other mode will not be accepted.
3. Every supply should be accompanied by a delivery challan, clearly bearing the details of the book in the supply, their quantity and price.
4. F.O.R. PDPM-IIITDM Jabalpur.

Pricing /Invoicing:

1. That the supplier shall certify that the prices quoted in the Invoice(s) are the latest publisher's prices. In support of the certificate, the supplier shall also be required to enclose the price proof along with the invoice for each supplied title (Foreign edition and Indian edition: publisher's invoice or catalogue.).
2. The supplier shall supply all kind of books on the discounted rates as per the agreement/undertaking clearly showing the actual prices and discount in the invoices to the Institute.
3. That in case of book(s) with prices in foreign currency, approval will be taken from the Competent Authority of the Institute on the current Bank Exchange Rates (BER) and payment to the supplier will be made based on the Bank Exchange Rates (BER) for the date of invoice.

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4. That conversion rate of a Foreign Currency in the Indian Currency will be obtained either through (a) website of the Reserve Bank of India or (b) Economic Times edition of the day in concern or (c) any National Bank where the supplier maintains his/her account and on which the bill has been raised.
5. Invoice should be raised in favour of the Registrar, PDPM-IIITDM Jabalpur.
6. Pre-receipted invoices are to be submitted in triplicate (3 copies).
7. A revenue stamp should be affixed on the original invoice and should be signed by authorized signatory.
8. The prices in the invoice should be indicated in original currencies, Indian Rupees with the currency conversion rate.
9. A separate invoice must be raised against every purchase order.

Billing and Payment:

1. That supplier shall mention his/her M.P.S.T./C.S.T./VAT/TAN/PAN number on the invoice.
2. That Tax will be applicable as per the rules.
3. That Payment may be made within 45-60 days from the delivery of all titles against purchase order.

Penalty and cancellation:

1. In case of delay in supply, beyond 30 days (Indian Edition) or 45 days (Foreign Edition) as the case may be penalty @ 1% of cost of the book upto one week, 2% upto two week and 3% upto third week, will be imposed. If the delay is more than three weeks, the order/title shall stand cancelled. After the cancellation, supplier needs to seek a fresh permission for supplying the cancelled titles from the library through email.
2. After cancellations of three complete purchase orders, the supplier shall be expelled from empanelment.
3. If the order/title is OFP (Out of Print) or POD (Print on Demand), the sufficient valid supporting documentary proof should accompany the communication, seeking any extra time for supply, it will informed at the time of enquiry.
4. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/ distributor/stockiest should be furnished within the due date of supply.
5. In very specific cases of delay in supplying of book(s) within the stipulated periods, and the delay is justified due to valid reasons with adequate proof (e.g communications from publisher/ distributor or stockiest). The supplier will be responsible for seeking the permission from the Librarian/Person-in-charge.

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Return of Damage Books:

1. If any supplied book does not conform with the specifications or if the book is not in good condition, the supplier will be asked to take back the book at his/her own cost and replace the same within 15 days, failing which Institute will not be responsible for payment of damaged book. If supplier does not take back the damaged book within a period of 30 days, his/her claim on the book will not be entertained by the Institute in any case. In order to take the payment of remaining supplied books, supplier has to furnish a fresh bill of the accepted title/copy.
2. If institute return the damage book to the supplier through dispatch, in this case the dispatch cost will be recovered from the supplier.

Blacklist / Termination of Empanelment:

Empanelment suppliers may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

1. If the empanelled supplier to whom the enquiry/order has been replaced fails to reply/supply the entire enquiry/order or any part of the enquiry/order within the stipulated time, without sending any written communication to the intimate library regarding the same, then the empanelled supplier will be blacklisted for next three year.
2. In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the supplier. The Competent Authority of PDPM-IIITDM Jabalpur has reserves the right to terminate the empanelment any or all Suppliers without giving any prior notice to the supplier
3. If at any time, it is found that the information provided by the supplier in any form about publications, services and related matters is incorrect and result in losses in any form to the Institute. The Competent Authority of PDPM-IIITDM Jabalpur has reserves the right to terminate the empanelment any or all Suppliers without giving any prior notice to the supplier

Security Deposit:

1. Qualified Suppliers/Distributors/Publishers shall submit a security deposit of Rs. 15,000/- (Rupees Twenty Five Thousand Only) via demand draft, in favour of the Registrar, PDPM-IIITDM Jabalpur payable at Jabalpur within five (05) days of confirmation of supplier empanelment.
2. The above security deposit will be refunded to the suppliers without interest only on successful completion of the duration of empanelment i.e., ONE years from the date of commencement of empanelment. Any default on the part of the supplier will lead to forfeiture of security to PDPM-IIITDM Jabalpur and the supplier will have no claim on it.

Other Terms and Conditions:

1. Supplier will mention company address/email id and send intimation in case of any change.

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2. Supplier/distributor/publisher will abide all the statutory terms and condition of the Government of India framed time to time released to empanelment of book supply, purchase book etc.
3. For any dispute arbitration the legal jurisdiction will be that of the judicial court of Jabalpur.
4. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required.

I/We am/are ready to supply the books on terms & conditions given above. Kindly include me/us in your panel for the same.

Name of Firm:

Communication Address:

Date:
Place:

(Signature of the Applicant/Supplier)
Name:

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ANNEXURE II

**APPLICATION FORM FOR EMPANELMENT OF BOOK SUPPLIER/DISTRIBUTOR/
/PUBLISHER FOR SUPPLY OF BOOKS TO PDPM-IIITDM JABALPUR
LIBRARY*(PLEASE READ THE "TERMS AND CONDITIONS OR UNDERTAKING"
CAREFULLY BEFORE FILLUP THE FORM)**

(Strike off whichever is not applicable)

1. Name of Firm: _____

2. Address of Head Office & Branches, if any: _____

a. Telephone No.: _____

b. Fax No.: _____

c. Email ID: _____

d. Website: _____

3. Nature of Firm Proprietship: _____

a. Name and address of Directors / Managing Directors / Proprietor: _____

b. If partnership, name and address of partners: _____

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4. Please tick mark and provide documentary proof of your membership for last 15 Year in any of the following associations:
- Good Offices Committee (GOC)
 - Federation of Publishers' and Booksellers' Association of India (FPBAI)
 - Any other State / National Association(s) of books suppliers
5. Please attach a copy of Income Tax returns certificate of last three consecutive financial years.
6. Please provide a copy of PAN card of the partners / owners.
7. Please provide details of your firm's Sales Tax registration No./VAT registration no./ firm registration and also attach copies of the certificate.
8. Minimum FIVE references of the Libraries of reputed Central/State/Government funded Institutes /Organizations with whom you are already registered such as institutes of national importance, government established research laboratories (e.g. IITs, IISc., IIITs, NITs, IIMs, CSIR Labs, ICMR etc.), etc. are to be given.
9. Please provide details of the annual turnover of the firm for the last three consecutive financial years (minimum Rs. 30 Lakhs PA) with documentary evidence certify by Charter/ Chartered Accountant (format mention below). The turn over exclusively for the business related to books.

Sl. No.	Financial Year	Amount (Rs.)	Remark
1.	2013-14		
2.	2014-15		
3.	2015-16		

10. Please provide an affidavit on a non-judicial stamp paper minimum of Rs. 100.00, (Rupees One Hundred Only) for not having been black-listed for last minimum three (03) years by any of the Institutes or Universities or Government organizations.

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DECLARATION

1. I / We _____ (Names of proprietor(s) / partners or shareholders) do hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I / We also hereby declare that all matters related to PDPM-IIITDM JABALPUR shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Institute.
3. Mr./Mrs./Ms. _____ Whose signatures are appearing below, is an authorized representative(s) of this firm.
4. I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I / We have read and understood all the **“Terms and Conditions or Undertaking”** of PDPM-IIITDM Jabalpur as mentioned in this document and consciously agree to abide by them.

Name & Signature of Authorized Person of the firm: _____

Date (with Firm's Seal): _____

Place: _____

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FINANCIAL BID

Separate sealed envelope is must.

Discount: The following discount pattern should be filled:

Sl. No.	Description	Percentage of Flat Discount
1.	All Category of Books (Indian edition, Foreign edition, Society, Institutional publication etc. on a continuous basis)	

- ❖ If you quote publisher wise or categories wise, it will be disqualified for further processing.
- ❖ Offered of discount may be negotiated by the authorized committee with any of suppliers/distributors/publishers.
- ❖ Based on maximum offered discount and further negotiation suppliers/distributors/publishers will be empanelled.

Authorized Signatory of the firm: _____

Date (with Firm's Seal): _____

Place: _____

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CHECKLIST

Please fill up this Checklist and indicate the appropriate reference (Page Number) for following items to establish technical eligibility. Failing to fill up this sheet may lead to disqualification. Keep this sheet on top of all other documents, for easy evaluation.

Sl. No.	Particulars	Mentioned Yes/No	Mentioned Ref. No./Page No.
1	Copy of any membership associations		
2	Copy of Income Tax returns (last three consecutive financial years)		
3	Copy of PAN card		
4	Copy of Sales Tax registration No./VAT registration no./firm registration		
5	Copy of minimum FIVE references of the Libraries of reputed Central/State/Government funded Institutes /Organizations		
6	Copy of annual turnover of the firm for the last three consecutive financial years (minimum Rs. 30 Lakhs PA) with documentary evidence		
7	Original affidavit on a non-judicial stamp paper minimum of Rs. 100.00, (Rupees One Hundred Only)		
8	Undertaking (all pages) signed by supplier		
9	Fill-up application form		
10	Financial bid in separate envelope signed by supplier		

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