



Dumna Airport Road, P.O.: Khamaria, Jabalpur - 482 005, Madhya Pradesh, India
Tel: +91-761- 2794123 Fax: +91-761-2794094, E-Mail: library@iiitdmj.ac.in

Date: 20-03-2017

Expression of Interest (EOI)

An expression of interest (EOI) is invited from the reputed vendors/suppliers for supplying magazines at library, PDPM-IIITDM Jabalpur. Interested vendors/suppliers are requested to submit complete application form in all aspect along with list of magazine (Annexure-I) to the library, in a sealed envelope super scribing (EOI) for "Supply of Magazines for the year 2017-18" to Library, PDPM-Indian Institute of Information Technology, Design and Manufacturing, Jabalpur Dumna Airport Road, P.O.: Khamaria, Jabalpur – 482005 on or before 13-04-2017 by 17:00 PM.

The interested vendors/suppliers/representatives are requested to come personally for an interaction on 10-03-2017 at 11:00 AM in the Institute's conference hall along with the originals copy of the supporting documents.

Registrar

[Handwritten signatures and dates]
20-03-17
20/3/17
20-03-2017
22-03-2017
20/03/17
22/03/2017

Details terms & conditions for applicant

Generals

1. The received expression of interest (EOI) after the due date and time will not be considered.
2. Incomplete application form or wrong information mentioned on prescribed documents by the vendors/suppliers will be rejected.
3. Qualified vendor/supplier would be required to sign agreement on terms and conditions with the Institute on judicial stamp papers of Rs 50.00 (Rupees Fifty Only).
4. Qualified vendor/supplier upon receipt of confirmed order shall process Institutional subscription. Payment shall be made on satisfied delivery of the magazines.
5. Initial contract will be for one year. It may be extended further for another year after satisfactory services.
6. The competent authority of PDPM-IIITDM Jabalpur has right to discontinue contract in any time if any discrepancy found.

Terms & conditions for supplying of magazines:

1. Institute will place order through e-mail along with hard copy. After receiving the order vendor/suppliers should be supply the magazines according to the frequency within 15 days.
2. Magazines to be supplied for the period April 2017 to March 2018, supply of the magazine should commence from the latest issue of the month. Volume.
3. Other material like CD/online version are available which the magazine should be provided free of cost by the vendor/supplier.
4. The charge of any consignee and mode of dispatch should be sent to the library by speed post, parcel /registered parcel/courier/will be prone by the hand.
5. Every supply should be accompanied by a delivery challan, clearly bearing the details of the title in the supply, their quantity and price. Freight on road (FOR) PDPM-IIITDM Jabalpur.

Pricing /Invoicing:

1. Vendor/suppliers shall certify that the prices quoted supply to magazine in the Invoice(s). However printed price of the magazine.
2. Conversion rate of foreign currency to 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.
3. Invoice should be raised in favour of the Registrar, PDPM-IIITDM Jabalpur.

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4. Pre-receipted invoices are to be submitted in triplicate (3 copies).
5. A revenue stamp should be affixed on the original invoice and should be signed by authorized vendor/supplier.
6. The prices in the invoice should be indicated in original currencies, Indian Rupees with the currency conversion rate and enclosed conversion rate proof.
7. The vendor/supplier has to specify clearly the flat discount rate to be given for the supply of magazine keeping in view the total order value. Such discount will be subject to deduction from the bill amount itself.
8. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.

Penalty:

1. In case of delay in supply magazines penalty @ 1% per week and so on will be imposed.

Frequency	Time limit for supply magazine	Relaxation Period	Penalty
Weekly	Within 15 days from date of publications	7 days	1% of cost of the magazine
Fortnightly	Within 25 days from date of publications	10 days	1% of cost of the magazine
Monthly	Within 35 days from date of publications	10 days	1% of cost of the magazine
Quarterly	Within 45 days from date of publications	10 days	1% of cost of the magazine
Half yearly	Within 55 days from date of publications	10 days	1% of cost of the magazine

2. In case of magazines that are not supplied, a certificate of non-availability of those magazines from the publisher should be furnished within the due date of supply. Otherwise vendor/supplier will be penalized based on point 01.
3. In very specific cases of delay in supplying of magazines within the stipulated periods, and the delay is justified due to valid reasons with adequate proof (e.g communications from publisher). The vendor/supplier will be responsible for seeking the permission from the Librarian/person-in-charge.

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Payment:

1. Supplier shall mention his/her M.P.S.T./C.S.T./VAT/TAN/PAN number on the invoice.
2. Tax will be applicable as per the rules.
3. Payment may be made within 25-30 days from the received of invoice.

Blacklist / Termination of empanelment:

Empanelment of vendor/supplier may be terminated/dropped/black-listed at the occurrence of any of the following event:

1. If the vendor/supplier to whom the order has been placed fails to supply the entire magazine within the stipulated time without sending any written communication to the library regarding the same, then the supplier will be blacklisted for next three years.
2. In case of breach of any terms of agreement or unsatisfactory working on the part of the supplier.

Other terms and conditions:

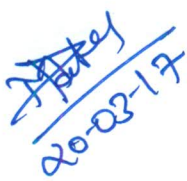


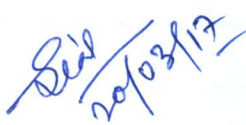




1. Vendor/supplier provides the complete address with e-mail id, in case of any change.
2. For any dispute, arbitration will be jurisdiction court only Jabalpur.
3. The Institute reserves the right to modify or amend the list of magazine at any time is required.

Handwritten signatures and dates:

- 20-03-17*
- 20/3/17*
- 24/03/17*
- 20/3/17*
- 22-03-2017*
- 22/03/17*

List of Magazines

Sl. No.	Name of Magazines	No. of Copies	Language
1	Architecture + Design	01	English
2	Competition Refresher	01	English
3	Overdrive English	01	English
4	Art India	01	English
5	Business India	01	English
6	Civil Service Times	01	English
7	Communication Today	01	English
8	Competition Success Review	01	English
9	Time	01	English
10	Discover India	01	English
11	Electronics For You	01	English
12	Business Today	01	English
13	Forbes India	01	English
14	National Geographic	01	English
15	Outlook	01	English
16	Pratiyogita Darpan	01	English
17	Sport Star	01	English
18	The Economist	01	English
19	The Week	01	English
20	Indian Management	02	English
21	Science Reporter	02	English
22	India Today	02	English
23	Yojana	01	Hindi
24	Sadhna Path	01	Hindi
25	Pratiyogita Darpan	01	Hindi
26	Outlook	02	Hindi
27	India Today	02	Hindi

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 20/3/17
 22-03-2017
 22/03/17

APPLICATION FORM

1. Name of Firms: _____

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: _____

4. Please attach a copy of PAN card of the partners / owners.

5. Please provide details of your firm's Registration No./VAT registration no. and also attach copies of the certificate.

6. Details of experience in the similar field (attached copies)

[Signature]
20-03-17

[Signature]
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[Signature]
22/05/17

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[Signature]
20/03/17
22/05/17

[Signature]
20/5/17

Sl. No.	Period		Organization	Details
	From	To		
1				
2				
3				
4				
5				

Undertaking

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 that the firm is not black listed by any of the Government /organization or Institution.
5. I / We further undertake that the information given in this expression of interest (EOI) are true and correct in all respect and we hold the responsibility for the same.
6. I / We have read and understood all the "Terms and Conditions" of PDPM-IIITDM Jabalpur as mentioned in this document and consciously agree to abide by them.

Authorized Signatory of the firm: _____

Date (with Firm's Seal): _____

Place: _____

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