



Dumna Airport Road, P.O.: Khamaria, Jabalpur - 482 005, Madhya Pradesh, India

Tel: +91-761- 2794025, Fax: +91-761 2794094 E-Mail: [registrar@iiitdmj.ac.in](mailto:registrar@iiitdmj.ac.in)

EOI No.: 111TDMJ/LIB/EOI/04/2024/03

Date: 29-04-2024

### Expression of Interest (EOI)

#### 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 Education (MoE), Government of India, invites EOI from interested vendor/supplier for **Empanelment of books suppliers/distributors/publishers** for supplying the books to the Institute library on demand basis throughout the year.

Initial contract will be valid for a period of **TWO years** from the date of approval of empanelment of books suppliers and it may be further extendable for ONE more year on satisfactory performance and written request from the individual vendor/supplier. However, Competent Authority of the Institute reserved the right to terminate the contract without assigning any reason thereof.

Interested book supplier/distributor/publisher may download the application from the institute website <http://www.iiitdmj.ac.in> and submit the application with all supporting documents in a sealed envelope, mentioning **EOI 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 Admin Building.

#### Schedule of EOI

Date of Upload on Institute Website	29-04-2024
Last date for submission of EOI	30 <sup>th</sup> May 2024 at 03:00pm
Date of opening of EOI (Technical Bid)	30 <sup>th</sup> May 2024 at 04:30pm.
Date of opening of EOI (Financial Bid)	To be announced later on website

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### Terms and Conditions

1. Suppliers/Distributors/Publishers should submit Application form along with Annexure II (Technical Bid & EMD) & Annexure-III (Financial Bid) in separate sealed envelopes and put both sealed envelopes in one big size envelope with superscription – **EOI 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 be rejected.
3. All bidders shall submit an Earnest Money Deposit (EMD) of **Rs. 5,000/-** (Rupees Five Thousand Only) via demand draft, in favour of the Registrar, PDPM-IIITDM Jabalpur payable at Jabalpur. EMD will not carry any interest and the same will be refunded to the unsuccessful tenderer within 30 days from the date of tender opening or finalization of the tender whichever is later. Any application without EMD will be summarily rejected. The Institute has reserved the right to cancel/reject any or all bids without assigning any reason thereof.
4. The applications will be scrutinized and shortlisted for empanelment based on the Terms & Conditions mentioned in the Technical bid and financial bid will be opened only for those vendors who will be technically fit.
5. 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.
6. 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**).
7. Institute may empanel 2-3 Suppliers/Distributors/Publishers at the lowest negotiated discount rates of supplying all kinds of books. If the Institute receives n numbers of bids and H1 is the highest discount rate, then those supplier citing H2 and H3 discount rates may be negotiated for H1 so as empanel them.
8. In case, Institute receives more than two quotes at H1, then the empanelment will be finalized based on the average turn-over for last three years. It would be the prerogative of the Institute to finalize the empanelment of suppliers based on the need and circumstances.
9. In case, no other vendor agree to match H1 rate, then only H1 bidder may be allowed by the Competent Authority of the Institute to supply the books in better interest of the library users, until the next process for the same.
10. Institute will give a fair chance of equal business to each member of panel provided the supplier supplies books within given time and following all other terms and conditions.
11. 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 Supplier/Distributor/Publisher quote publisher wise or categories wise, in this case quotation will stand cancelled.

12. Qualified 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.
13. 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).
14. In case of incorrect or incomplete information and/or unavailability of necessary document, application of the Suppliers/Distributors/Publishers will be eliminated for further process.
15. The applications will not be accepted after the closing date and time. The Institute has reserved the right to accept or reject any or all of the application in full or apart without assigning any reasons. The Institute has reserved the right to scrap the panel at any time, without assigning any reasons thereof. The Institute decision in this regard shall be binding and final. The Director, PDPM-IIITDM, Jabalpur has the right to modify/after any requirement in this document at his discretion in the interest of the Institute as deemed appropriate by him this decision in this regard shall be final.

**Minimum eligibility criteria of the firms during evaluation of EOI are as under:**

1. EMD of Rs. 5000/-.
2. PAN Card of the firm.
3. Registration under GST number.
4. Firm registration.
5. Membership of any association for last 05 years.
6. Experience of supply of books i.e. IIT, IIM, NIT, IIIT etc. at least 5 purchase order within last 5 years.
7. Copies of IT returns of last three years
8. Proof of Annual turnover not less than Rs. 30 Lakhs for last 3 years.
9. Declarations (as given in EOI) on Non-judicial stamp paper regarding blacklisting & Fraud and Corrupt practice)
10. Signed declaration with firm seal.
11. Signed undertaking with firm seal.

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

To,  
The Registrar,  
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).
  - Delivery period.

- Validity of the quoted price.
- 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 Five days from the date of receipt of the order, after that no queries will be entertained.
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. Book Supplier/Distributor/Publisher 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. 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.
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

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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 including number of purchase order.
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 Book Supplier/Distributor/Publisher shall mention his/her Firm's GST 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) from the date of purchase order 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. The supply period will be counted from the date of receiving the purchase order through email.
3. A Book Supplier/Distributor/Publisher is expected to supply at least 80% (Eighty Percent) of titles in each purchase order. Otherwise, next two purchase orders will not be placed to his/her firm.
4. After cancellations of three complete purchase orders, the Book Supplier/Distributor/Publisher shall be expelled from empanelment.
5. If the order/title is OFP (Out of Print) or POD (Print on Demand), the sufficient valid documentary proof should accompany with communication, seeking extra time for supply, if any, for supply will informed at the time of enquiry by the Book Supplier/Distributor/Publisher.

6. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/distributor/stockiest be furnished within the due date of supply.
7. 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 Book Supplier/Distributor/Publisher will be responsible for seeking the permission from the Librarian/Officer-in-Charge.

### **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 for 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 Book Supplier/Distributor/Publisher.

### **Blacklist / Termination of Empanelment:**

Empaneled 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 Book Supplier/Distributor/Publisher 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, then the empanelled Book Supplier/Distributor/Publisher 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 of 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 reserves the right to terminate the empanelment of any or all Suppliers without giving any prior notice to the supplier.
4. The Institute has right to blacklist the supplier for the next three years if any supplier/distributor/publisher breach any terms and conditions, those are mentioned in the document or agreement.



5. If any supplier, once agreed to supply the books at H1 rates and later on deny to sign the agreement, it will be considered as violation of mutual agreement/trust and the firm may be black-listed for any such tender of the institute for up-to next three years.

### Security Deposit:

1. Qualified Suppliers/Distributors/Publishers shall submit a **security deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only)** via demand draft, in favour of the Registrar, PDPM-IIITDM Jabalpur payable at Jabalpur within five (05) working 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. Any default on the part of the Book Supplier/Distributor/Publisher will lead to forfeiture of security to PDPM-IIITDM Jabalpur and the supplier will have no claim on it.

### Other Terms and Conditions:

1. Book Supplier/Distributor/Publisher will mention company address/email id and send intimation in case of any change.
2. Book 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, modify, 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:





**TECHNICAL ELIGIBILITY DETAILS**  
Form for Book Supplier/Distributor/Publisher

**\*(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 /Proprietorship: \_\_\_\_\_

a. Name and address of Directors / Managing Directors / Proprietor: \_\_\_\_\_

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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 05 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 GST no./ firm registration and also attach copies of the certificate.

8. Latest FIVE purchase order (library books) 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 certified by Chartered Accountant (format mention below). The turn over exclusively for the business related to books.

Sl. No.	Assessment Year	Financial Year	Amount (Rs.)	Annexure No.
1.	2023-24	2022-23		
2.	2022-23	2021-22		
3.	2021-22	2020-21		

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## DECLARATION

### **(Regarding Blacklisting & Fraud and Corrupt Practices)**

(To be provided on the non-judicial stamp paper minimum of Rs. 100.00 with stamp of the authorized signatory)

I/We .....Prorietor/Director/Partner of the firm

M/s. .... do hereby solemnly affirm that the firm M/s. Organization/office and there has not been any work cancelled against them for poor performance in the last three years reckoned from the date of invitation of Tender.

I/We are not involved in any major litigation that may have an impact of affection or compromising the delivery of services under this tender.

I/We certify that during the last 3 years, we have neither failed to perform on any contract, as evidence by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public/private authority nor have had any contract terminated by any public authority for breach on our part.

I/We also declare that:

(a) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect or any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State.

(b) I/We have taken steps to ensure 'that in conformity with the provisions against Corrupt Practices and no person acting for us on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice'.

(c) I/We certify that, we are remitting statutory dues/taxes regularly to Government and no default was made in this regard.

(d) I/We further certify that no investigation by a regulatory authority is pending either against us or against our Directors/Managers/Employees.

Yours Faithfully,

(Signature of Authorized Person)

Name:

Designation:

Place:

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Date:

**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: \_\_\_\_\_

Several handwritten signatures in blue ink are visible at the bottom of the page, likely representing the authorized person(s) of the firm.



**FINANCIAL BID****Separate sealed envelope is must.****Discount: The following discount pattern should be filled:**

Sl. No.	Description	Percentage of Flat Discount (maximum 2 decimal places)
1.	<b>All Category of Books</b> (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 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: \_\_\_\_\_

### CHECK-LIST

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	Enclosed Demand Draft of Earnest Money Deposit (EMD) of Rs. 5,000/-		
2	Copy of PAN Card		
3	Copy of GST Registration		
4	Copy of Firm Registration		
5	Copy of membership associations of last five years		
6	Copy of minimum FIVE references of the Libraries of reputed Central/State/Government funded Institutes /Organizations		
7	Copy of Income Tax returns (last three consecutive Financial years)		
8	Copy of annual turnover of the firm for the last three consecutive financial years (minimum Rs. 30 Lakhs PA) with documentary evidence		
9	Original affidavit on a non-judicial stamp paper minimum of Rs. 100.00, (Rupees One Hundred Only)		
10	Signed declaration with firm seal		
11	Undertaking (all pages) signed by supplier with firm seal (Annexure I)		
12	Filled-up form (Annexure II)		
13	Financial bid in separate envelope signed by supplier (Annexure III)		