



भारतीय प्रबंध संस्थान नागपुर
वि.रा.प्रौ.सं. परिसर, दक्षिण अंबाडारी मार्ग, नागपुर-४४००१०
Indian Institute of Management Nagpur
VNIT Campus, South Ambazari Road, Nagpur- 440010

**Empanelment of Book Vendors/Book Suppliers for Supply of Books to
PGP Office and Library at IIM Nagpur**

Client

CAO

Indian Institute of Management Nagpur
VNIT Campus, S Ambazari Road
Nagpur- 440010
Phone no. 0712-7102348, 07030937781



Part-I
Instructions

Instructions to book vendors/book suppliers, eligibility criteria, detailed terms and conditions, application proforma, financial bid are as follows:

Clause No.	Title	Description
1	Work	“Empanelment of Book Vendors/Book Suppliers for the Supply of Books” on prescribed Format from reputed vendors/distributors/suppliers in India, for the PGP Office and Library at Indian Institute Of Management Nagpur.
2	Reference No.	IIMN\EMP\BOOKS\2019
3	Issue of the bid document	To be issued from IIM Nagpur website from 02/08/2019 onwards. The book vendors are requested to check the website on regular basis till 07/08/2019 for any updates.
4	Last Date of submission	The sealed quotations, complete in all respects, should be submitted at the Office of the Chief Administrative Officer, Indian Institute of Management Nagpur, Administrative Building, VNIT Campus, S Ambazari Road, Nagpur-440010 latest by 07/08/2019 by 2.00 P.M. The envelope should be superscribed as “Empanelment of Vendors for Supply of Books”.
5	Bid opening date	03.00 P.M on 07/08/2019 at IIM Nagpur
6	Details of bidder	Annexure-1 is to be filled, duly signed, stamped and submitted along with the financial bids.
7	Financial bid	Annexure-2 and 3 is to be filled, duly signed and stamped and submitted along with Annexure-1.
8	Authorized signatory	The application should be signed by an authorized signatory of the vendor bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
9	Discipline	Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing OR repeated communication should be made to the Institute. Failing to maintain this might lead to disqualification/ black-listing of the vendor by the Institute.
10	Shortlisting	Bids will be scrutinized and shortlisted for empanelment by the Institute committee. The short-listed vendors will be informed by email only, for further procedure, as required.
11	Terms and conditions	The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the Institute’s “Terms & Conditions for Supply of Books (Print)” as per mentioned in Part-III .



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Part-II Eligibility criteria

Eligibility criteria for potential vendors for empanelment		
Clause No.	Title	Description
12	Proof/Supporting documents (should be enclosed with application)	<p>a) The book vendor/supplier must be registered under the Shops and Commercial Establishment Act and registration certificate must be duly submitted.</p> <p>b) Submit an affidavit on a non-judicial stamp paper of Rs. 100/- for not having been blacklisted /de-listed for a minimum of three years by any of the Institutes or Universities or Government organizations in India.</p> <p>c) The book vendor/supplier must be a preferred supplier of National level institutes like IITs, IIMs, NITs, IISERs, NISER and any other Government Organizations.</p> <p>d) The book vendor/supplier must be the distributor/dealer of reputed foreign publishers like Elsevier, Talyor and Francis, Springer, Wiley, Oxford, Cambridge, etc. Submit the relevant documents issued by the publishers.</p>
13	Memberships	Book vendor/supplier should be a regular member of "Good Offices Committee" and federation of publishers and booksellers association of India.
14	Experience	The book vendor/supplier should have an office which should have been established for a minimum period of five years as on 01.07.2019 and should be continuously functioning. Details of the annual turnover for the last five consecutive years with documentary evidence need to be furnished.
15	Taxes and duties	The vendor/bookseller must be having PAN (Permanent Account Number), and GSTN (Goods and Service Tax Network) issued by the Income Tax Department.
16	Minimum discount	<p>For Library Minimum Discount (Single and Multiple copies)</p> <p>Foreign Ed.(Min disc.: 32%): Reference Books/Text Books/ General Books/ Language books</p> <p>Indian ed.(Min disc.: 25%): Reference Books/Text Books/ General Books/ Language books</p> <p>Other Publications (discount as deemed appropriate) such as Short Discount Titles, Institutional and Public documents, Government Publication, Rare publications, etc. (Foreign and Indian ed.)</p> <p>Freight charges will be paid on submission of proof.</p> <p>For PGP Office Minimum Discount (Single and Multiple copies)</p> <p>Foreign ed.(Min disc.: 32%): Reference Books/Text Books/ General Books/ Language books.</p> <p>Indian ed. (Min disc.: 30%): Reference Books/Text Books/ General Books/ Language books.</p>



Part-III

Terms and Conditions

The empanelment will be governed by the following 'Terms and Conditions' and purchase procedure		
Clause No.	Title	Description
17	The bid documents will be rejected without any further notice to the book vendor/supplier, if	<p>a) The bid form is Incomplete.</p> <p>b) Incorrectly filled or providing inaccurate information (if found at a later stage, the contract cancelled without any notice).</p> <p>c) Bids received after the due date.</p> <p>d) CAO, IIM Nagpur reserves the right to approve or reject any or all the vendors. The decision in this regard will be final in all cases in respect of acceptance/rejection /arbitration.</p>
18	Contract agreement	This empanelment will be valid for a period of one year from the date of final approval of empanelled suppliers list and it may be further extendable for a maximum of three years based on their performance and at the sole discretion of the Institute.
19	Right to add any additional vendor	IIM Nagpur reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors as it may deem fit.
20	Enquiry on availability of books	At the first instance empanelled vendor/supplier (s) will be sent an e-mail enquiry with the list of books and number of copies required for Library/PGP Office. On receipt of the e-mail, the vendor/supplier should respond within two days quoting the titles available with the number of copies and unit price. The preferred mode of communication will be e-mail.
21	Purchase orders	<p>a) In reply to vendor/supplier(s) response to our query, purchase order will be released to the vendor concerned with request to supply books through an unique order reference number. The vendor/supplier on receipt of purchase order (PO) is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order.</p> <p>b) Any clarifications/query regarding the purchase order should be sought from the PGP Office/Library within 3 days of receipt of the order.</p>



22	Supply/Delivery of books	<p>a) The preferred mode of delivery of books by hand delivery at the Library/PGP Office. However the other mode of delivery may be by registered parcel, courier services OR any other mode of recorded delivery. In such types of delivery, freight charges, loss, damage, pilferage in transit if any, will be sole responsibility of the book supplier.</p> <p>b) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.</p>
23	The time frame for supply	<p>a) Indian/Foreign titles if available in India: 5-10 days from the date of issue of the purchase order.</p> <p>b) Foreign publications if not available in India: Maximum 45 days from the date of issue of the purchase order.</p>
24	Edition specifications (By default)	<p>a) Latest ed., Paperback ed., Indian ed. of books must be supplied unless mentioned otherwise.</p> <p>b) If the unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding the supply of the available editions instead of the default.</p>
25	Discount	<p>The book vendor/supplier (s), those who will quote the highest discount for the books may get orders for the contract period. If more than one book supplier quotes the same percentage of discount, the orders may be split between the vendors on a rotational basis to the extent possible, however, based on book availability/quick delivery/vendor performance the rotation of vendor will be the decision of the In-charge. The discount percentage shall remain constant during the entire period of empanelment. The contract may be extended maximum of three years based on their performance every year.</p>
26	Invoicing procedure	<p>a) Two copies of invoices/bills are to be submitted.</p> <p>b) A revenue stamp must be affixed on the invoices/bills in case the amount exceeds Rs.5,000.00, and should be signed by authorized signatory along with the firm seal.</p> <p>c) Invoice/Bill should be in favour of Indian Institute of Management Nagpur, VNIT Campus, Nagpur - 440010.</p> <p>d) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O. Should not be combined and supplied under one invoice.</p> <p>e) The price in the invoice should be indicated in original currencies.</p> <p>f) GOC (Good Offices Committee) currency conversion rates as applicable on the date of the final invoice.</p>
27	Mandatory enclosures with invoice	<p>a) Price Certificate: Catalogue price of the Publisher's/Authorised distributor's price will be accepted.</p> <p>b) Price proof and currency conversion rate proof should contain the seal and authorized signature of the vendor.</p> <p>d) Bank A/C Details: The supplier is required to provide the Bank details MANDATE FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER.</p>



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28	Return of defective books	If the supplied book (s) doesn't match to purchase order specifications OR if the pages are torn or missing or the copy is old or is not in good condition, the supplier will be asked to take back the book/s at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such book/s if not taken back and replaced within the stipulated time period.
29	Cancellation of an order	a) The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension has been allowed. b) Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.
30	Legal dispute settlement	While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Nagpur, Maharashtra. The resultant contract will be interpreted under Indian Laws.

The sealed quotations, complete in all respects, should be submitted at the Office of the Chief Administrative Officer, Indian Institute of Management Nagpur, Administrative Building, VNIT Campus, S Ambazari Road, Nagpur- 440010 latest by 07-08-2019 by 2.00 P.M. The envelope should be superscribed with "Empanelment of Vendors for Supply of Books"



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ANNEXURE – 1

PARTICULARS OF BIDDER

“Empanelment of Vendors/Book Suppliers for Supply of Books to PGP Office and Library at IIM Nagpur” IIMN/EMP/BOOKS/2019 dated 02/08/2019

1. Name of the Firm

(a) Trade Name (in Block letters)

(b) Status of the bidder

(Proprietorship/Partnership/LLP/Limited Co.) (in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors
(in Block letters)

2. Postal Address

3. Telephone No.

4. E-mail / Website address (if available)

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Reg. No.

6. Are you a member of Good Offices Committee (GOC)? If so, attach a copy of the membership
(Enclose self-attested photocopy)

7. Are you a member of Federation of Publishers’ and Booksellers’ Association of India (FPBAI)? If so, attach a copy of the membership.

8. Are you a member of any other State / National Association of Books suppliers? If so, attach a copy of the membership

9. Are you a distributor/dealer/stockiest/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the details of Distributor/Dealership/stockiest/exclusive/ preferred agents

10. Minimum 3 references of the Libraries of reputed Govt. organizations with whom you are an already registered.



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11. PAN (Enclose self-attested photocopy) _____
12. VAT No. (if applicable) _____
13. Trade License/Business License/CIN (if applicable) _____
(Enclose self-attested photocopy)
14. GSTN (Goods and Service Tax Network) allotted by the Income Tax Department (Enclose self-attested photocopy) _____
15. Any other Relevant Information _____
- (e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this empanelment invitation as stipulated in the tender notice No IIMN/EMP/2019 dated 02.08.2019 accordingly, I/ we accept the terms and conditions and hereby offer the discount rates for **“Supply of Books to PGP Office & Library at IIM Nagpur”** as per financial bid (Annexure -2 & 3).

Signature _____

Name of the BIDDER _____

Date _____

Official seal of BIDDER



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Annexure-2**Financial Bid for Library, IIM Nagpur**

Foreign Edition Publication	Single Copy Percentage(%) of Discount	More than one copy Percentage(%) of Discount
Reference Books/Text Books/ General Books/Language books		
Other Publications (Short Discount Titles, Institutional and Public documents IMF, World Bank, UNO, Rare publications, etc.)		
Indian Edition Publications	Single Copy Percentage(%) of Discount	More than one copy Percentage(%) of Discount
Reference Books/Text Books/ General Books/ Language books		
Other Publications (Short Discount Titles, Institutional and Public documents, Government Publication, Rare publications, etc.)		

Percentage(%) of Discount Offered to be Mentioned In Figures Only

Note: Discount quoted in the above table should be greater than or equal to the minimum discount sought in the Clause 16 of this document.

Signature:

Date:

Name of the BIDDER:

Official seal of BIDDER:



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Annexure-3**Financial Bid for PGP Office, IIM Nagpur**

Foreign Publications	1 – 15 copies Percentage(%) of Discount	More than 15 copies Percentage(%) of Discount
Reference Books/Text Books/ General Books/Language books		
Indian Publication	1 – 15 copies Percentage(%) of Discount	More than 15 copies Percentage(%) of Discount
Reference Books/Text Books/ General Books/Language books		

Percentage(%) of Discount Offered to be Mentioned In Figures Only

Note: Discount quoted in the above table should be greater than or equal to the minimum discount sought in the Clause 16 of this document.

Signature:

Date:

Name of the BIDDER:

Official seal of BIDDER: