



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

VNIT Campus, South Ambazari Road,
Nagpur – 440010

Phone No. – 0712-7102348

Email: library@iimnagpur.ac.in

Website: www.iimnagpur.ac.in

**Empanelment of E-Book Suppliers for the Distribution of E-Textbooks to
Students at IIM Nagpur**

Client

CAO

Indian Institute of Management Nagpur

VNIT Campus, S Ambazari Road

Nagpur- 440010

Phone no. 0712-7102348, 07030937781

Email: library@iimnagpur.ac.in

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Part-I Instructions

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

Clause No.	Title	Description
1	Work	“ Empanelment of E-Book Suppliers for the Distribution of E-Textbooks to Students at IIM Nagpur” on prescribed format from reputed vendors/distributors/suppliers/publishers in India.
2	Reference No.	IIMN\EMP\E-BOOKS\2020
3	Issue of the bid document	To be issued via email & IIMN website on 19/06/2020.
4	Last Date of submission	Quotations/bids and supporting documents complete in all respects, should be submitted via email only to library@iimnagpur.ac.in latest by 22/06/2020 by 5.00 P.M. The email subject should be as “<u>Empanelment of e-book suppliers for the supply of ebooks</u>” .
5	Details of bidder	Annexure-1 is to be filled, duly signed, stamped, and submitted scanned copy with supporting documents of pre-qualification criteria via email.
6	Financial bid	Annexure-2 is to be filled submitted via email in a password-protected spreadsheet. Password protected financial bid will be open those who qualify the pre-qualification criteria (Clause No-11).
7	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.
8	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.
9	Shortlisting	Bids will be scrutinized and shortlisted for empanelment by the Institute competent authority. The short-listed vendors will be informed by email only, for further procedure, as required.
10	Terms and conditions	The short-listed vendor(s)/distributor(s)/supplier(s)/Publisher(s) for empanelment are required to agree to supply as per the Institute’s “terms & conditions for supply of e-books” as mentioned in Part-III .


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Part-II
Eligibility criteria for potential e-book suppliers for the empanelment

Clause No.	Title	Description
11	Pre Qualification Criteria (Proof/Supporting documents (Mandatory to enclosed with annexure-1))	<p>a) The e-book supplier must be registered under the Shops and Commercial Establishment Act and registration certificate must be duly submitted.</p> <p>b) Self declaration letter that your firm not have 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 e-book vendor/supplier/distributor supplier of National level institutes like IITs, IIMs, NITs, IISERs, NISER and any other Government Organizations. A minimum of three work orders with value greater than or equal to Rs. 3 Lakh to be submitted</p> <p>d) The e-book supplier must be the distributor/dealer for the publisher concerned. Publishers List: (Pearson, McGrawHill, Cengage, Elsevier Group, Talyor and Francis Group, Springer Group, Wiley Group, Oxford University Press, Cambridge University Press, Kongan Page, Himalaya Pblishing House, Cengage, Penguin, Prinston Press, Harvard Press, MIT Press etc.). E-book supplier must submit the latest authorized letter of the respective publisher that quoted the discount rates then only supplier eligible for the purchase order.</p> <p>e) GSTN.</p> <p>f) The e-book supplier should have an office which should have been established for a minimum period of five years as on 18.06.2020 and should be continuously functioning. A work order pertaining to the year 2015-16 to be submitted as proof in this regard.</p> <p>Note: Pre-qualification criteria exempted to the publisher if they submit documentary proof as a publisher.</p>
12	Taxes and duties	The e-book supplier must be having PAN (Permanent Account Number), and GSTN (Goods and Service Tax Network).

Eligibility criteria


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Part-III
Terms and Conditions

The empanelment will be governed by the following 'Terms and Conditions' and purchase procedure		
Clause No.	Title	Description
13	The bid documents will be rejected without any further notice to the e-book supplier, if	a) The bid form is Incomplete. b) Incorrectly filled or providing inaccurate information (if found at a later stage, the contract cancelled without any notice). c) Bids received after the due date. 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.
14	Contract agreement	This empanelment will be valid for a period of one year from the date of final approval of empanelled e-book suppliers list and it may be further extendable based on their performance and at the sole discretion of the Institute.
15	Right to add any additional vendor	IIM Nagpur reserves the right to add any additional suppliers to the approved list of suppliers OR to place the purchase order to any of the e-book supplier as it may deem fit.
16	Enquiry on availability of e-books	At the first instance e-book supplier (s) will be sent an e-mail enquiry with the list of books and number of copies required for PGP Office. On receipt of the e-mail, the e-book supplier should respond within two days quoting the titles availability with the number of copies and unit price. The only mode of communication will be e-mail.
17	Purchase orders	a) In reply to e-book supplier(s) response to email query, purchase order will be released to the vendor concerned with request to supply e-books. The e-book 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. b) Any clarifications/query regarding the purchase order should be sought from the PGP Office/Library within 2 days of receipt of the order.
18	The time frame for supply	E-book access should be activate with in 5 days from the date of issue of the purchase order OR email confirmation.



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19	Edition & Access Mode specifications (By default)	<p>a) Low-cost Indian ed. & Latest ed., of e-books must be supply unless mentioned otherwise.</p> <p>b) If the unavailability of indian ed. & latest ed., clarification/permission should be sought, preferably by email, from the Library/PGP Office, regarding the supply of the available editions instead of the default.</p> <p>c) Publisher original e-book format only.</p>
20	Discount	<p>a)The e-book supplier (s), those who will quote the highest discount for the category wise e-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 availability/quick delivery/supplier 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.</p> <p>b) E-book supplier must submit the latest authorized letter of the respective publisher that quoted the discount rates then only supplier eligible for the purchase order.</p>
21	Invoicing procedure	<p>a) Two copies of invoices/bills are to be submitted.</p> <p>b) Invoice/Bill should be in favour of Indian Institute of Management Nagpur, VNIT Campus, Nagpur - 440010.</p> <p>c) 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>d) The price in the invoice should be indicated in original currencies.</p> <p>e) GOC (Good Offices Committee) currency conversion rates as applicable on the date of the final invoice.</p> <p>f) Payment will be made to the respective supplier(s) within 30 days after e-book access activation.</p>
22	Mandatory enclosures with invoice	<p>a) Price Proofs: Publisher catalogue/Publisher certified letter will be accepted.</p> <p>b) Currency conversion rate certificate should contain the seal and authorized signature of the e-book supplier.</p> <p>d) Bank A/C Details: The supplier is required to provide the Bank details MANDATE FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER.</p>
23	Cancellation of an order	<p>a) The order is liable to be cancelled if the access is not enabled within the stipulated time period unless due extension has been allowed.</p> <p>b) E-book format if not compitable to PC/Mobile/Tablet.</p> <p>c) If the supplied e-book (s) doesn't match to purchase order specifications.</p>

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24	Legal dispute settlement	While the purchaser and the e-book supplier 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.
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ANNEXURE – 1

PARTICULARS OF E-BOOK SUPPLIER

“Empanelment of E-Book Suppliers for the Distribution of E-Textbooks to Students at IIM Nagpur”

IIMN/EMP/E-BOOKS/2020 dated 19/06/2020

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. Mobile No.

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

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

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 regular supplier.



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11. PAN (Enclose self-attested photocopy)

12. Trade License/Business License/CIN (if applicable)
(Enclose self-attested photocopy)

13. GSTN (Goods and Service Tax Network) (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 and supporting documents)

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 Ref. notice No. IIMN/EMP/2020 dated 19.06.2020 accordingly, I/ we accept the terms and conditions and hereby offer the discount rates for “**Empanelment of E-Book Suppliers for the Distribution of E-Textbooks to Students at IIM Nagpur**” as per financial bid (Annexure -2).

Signature _____

Name of the E-BOOK SUPPLIER _____

Date _____

Official seal of E-BOOK SUPPLIER

Quotations/bids and supporting documents complete in all respects should be submitted via email only to library@iimnagpur.ac.in latest by 22/06/2020 by 5.00 P.M. The email subject should be as “**Empanelment of e-book suppliers for the supply of ebooks**”.


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Annexure-2

Financial Bid for E-Book Supply (Multiple Copies & Multiple Titles/Single Title)

Sr. No.	Publisher (Preffered Edition to Supply; Low-Cost Indian ed. & Latest ed.,)	Percentage (%) of Discount Category -1 (Only E-Book Purchase)	Percentage() of Discount Category -2 (If Purchase E- Book + Print Book Same Title)	Access Period
1	Pearson			
2	McGraw Hill Education			
3	Cengage Learning			
4	Macmillan Publishers			
5	SAGE			
6	PHI Learning Pvt. Ltd.			
7	Wiley Group			
8	Elsevier Group			
9	Talyor & Francis and Routlage Group			
10	Oxford University Press			
11	Springer & Nature Group			
12	Orient Blackswan			
13	Harvard Business School Publishing & HBR			
14	Shroff Publishers & Distributors Pvt. Ltd.			
14	Other publishers such as: Other University Press's, Shroff Publishers & Distributors Pvt. Ltd., Kongan Page, Himalaya Pblishing House, Penguin & Ramdom House, Prinston Press, HarperCollins, Hachette, Simon & Schuster, Taxmann Publications pvt. Ltd., Vikas Publishing House Pvt. Ltd., Viva Books Private Limited, Emerald etc..			

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

Note: Annexure-2 is to be filled submitted via email in a password-protected spreadsheet only.