



भारतीय प्रबंध संस्थान नागपुर
वि.स.पी.सं. परिसर, दक्षिण अंबाजरी मार्ग, नागपुर-440010
Indian Institute of Management Nagpur
VNIT Campus, South Ambazari Road, Nagpur- 440010

**Empanelment of Book Vendors/Suppliers for Supply of Print Books to
Program Offices and Library at IIM Nagpur**

Client

CAO

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

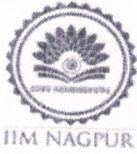




Part-I
Instructions

Instructions to book vendors/suppliers, eligibility criteria, detailed terms & conditions, application proforma, and financial bid are as follows:		
Clause No.	Title	Description
1	Work	“ Empanelment of Book Vendors/Book Suppliers for Supply of Print Books to Program Offices and Library at IIM Nagpur” on prescribed format from reputed vendors/distributors/suppliers in India.
2	Reference No.	IIMN\EMP\BOOKS\2021
3	Issue of the bid document	To be issued on IIM Nagpur website from 05-Aug-2021 onwards. The book vendors are requested to check the website on regular basis till 12-Aug-2021 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, VNIIT Campus, S Ambazari Road, Nagpur-440010 latest by 12-Aug-2021 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 12-Aug-2021 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 indicating the signature along with the official seal of the firm below.
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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Indian Institute of Management Nagpur
 VNSIT Campus, South Ambazari Road, Nagpur- 440010

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) 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 must be submitted.</p> <p>c) The book vendor/supplier must be a preferred supplier of National level institutes like IIMs, IITs, NITs, and IISERs any other Government Organizations.</p> <p>d) The book vendor/supplier must have distributor/dealer/stockiest/supplier of reputed publishers like McGraHill , Pearson, Cengage, SAGE, Elsevier, Talyor and Francis, Springer, Wiley, Oxford, Cambridge, etc. Latest distributor certificate issued by the publishers should be submitted.</p>
13	Memberships	Book vendor/supplier should be a regular member of "Good Offices Committee" OR 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-Aug- 2021 and should be continuously functioning from threon. Details of the annual turnover for the last three consecutive years with documentary evidence need to be furnished. The annual turnover of the agency for the last three financial years must be 2 Crores per annum.
15	Taxes and duties	The vendor must be having PAN (Permanent Account Number), and GSTN (Goods and Service Tax Network) issued by the Income Tax Department. Certificate must be duly enclose.
16	Minimum discount	<p>1. Minimum Discount for Library (Single and Multiple copies) Indian Editions: 25% Foreign Editions: 32%</p> <p>2. Minimum Discount for Program Offices (Single and Multiple copies) For all editions (Indian, Foreign): 32%</p>





Part-III

Terms and Conditions

The empanelment will be governed by the following 'Terms and Conditions'		
Clause No.	Title	Description
17	The bid documents will be rejected without any further notice to the book vendor/supplier, if	a) The bid form is incomplete. b) Incorrectly filled or providing inaccurate information (if found at a later stage, the contract will be 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 and binding on all parties in all cases in respect of acceptance/rejection /arbitration.
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 it may deem fit.
20	Books may be purchased from other than empanelled vendors in the following cases	a) Case to case basis b) In case of urgent requirement, IIM Nagpur authorities have the right to place an order to reputed vendors, if the vendor agrees to supply the books as per institute requirement. c) If empanelled vendor fails to supply of the books within the stipulated period. d) Frequent failure in the supply of books by the empanel vendor. e) When books are out of print/out of stock with the empanelled vendor and with the publisher. f) If the supplier is an exclusive distributor/stockist for those books. g) Institutional publications.
21	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. 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.





22	Purchase orders	<p>a) In reply to vendor/supplier(s) response to our query, confirmation email will be sent with request to supply books via e-mail. The vendor/supplier on receipt of confirmation email is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of supply of books.</p> <p>b) Any clarifications/query regarding the book availability and price should be sought from the Library within 2 days of receipt of the email.</p>
23	Supply/Delivery of books	<p>a) The preferred mode of delivery of books by hand delivery at the Library/Program Offices. 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 titles in supply and their quantity.</p>
24	The time frame for supply	<p>a) Indian editions 10-15 days from the date of issue of the purchase order/email confirmation.</p> <p>b) Foreign editions if not available in India: Maximum 45 days from the date of issue of the purchase order/email confirmation.</p> <p>c) After the expiry of timeframe, the purchase order automatically stands cancelled.</p> <p>d) The decision of accepting the supply of cancelled titles is at the sole discretion of the Institute.</p>
25	Edition specifications (By default)	<p>a) Latest ed., Paperback ed., Indian ed. of books must be supplied unless mentioned otherwise.</p> <p>b) In case of the unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library.</p>
26	Provision of Complimentary Copy	The vendor shall supply one complimentary copy as a Instructors' copy for every additional 50 copies by default.
27	Discount	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.





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 VNIT Campus, South Ambazari Road, Nagpur- 440010

28	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) The price in the invoice should be indicated in original currencies.</p> <p>d) GOC (Good Offices Committee) currency conversion rates as applicable on the date of the final invoice.</p>
29	Mandatory enclosures with invoice	<p>a) Price Certificate: Catalogue price of the Publisher's/Authorised distributor's price will be accepted.</p> <p>d) Bank A/C Details: The supplier is required to provide the Bank details in the MANDATE FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER.</p>
30	Return of books	<p>If the supplied book (s) doesn't match to purchase order/email confirmation 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 expenses within stipulated time period.</p> <p>The institute will not be responsible for such book/s if not taken back.</p>
31	Cancellation of an order	<p>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.</p> <p>b) The institute has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.</p>
32	Legal dispute settlement	<p>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.</p>

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 12-Aug-2021 by 2.00 P.M. The envelope should be superscribed with "Empanelment of Vendors for Supply of Books"





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Indian Institute of Management Nagpur
VNIT Campus, South Ambazari Road, Nagpur - 440010

ANNEXURE – 1

PARTICULARS OF BIDDER

“Empanelment of Vendors/Book Suppliers for Supply of Books to IIM Nagpur”

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.

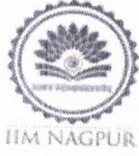
4. E-mail address

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

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

7. Are you a distributor/dealer/stockiest/exclusive/preferred agent? If so, please submit the authority
letters issued by the publishers.





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Indian Institute of Management Nagpur
VNIT Campus, South Ambazari Road, Nagpur-440030

ANNEXURE – 1

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

9. PAN (Enclose self-attested photocopy)

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

11. GSTN (Goods and Service Tax Network) allotted by the Income Tax Department (Enclose self-attested photocopy)

12. Annual turnover of last three years

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 Ref. No. IIMN/EMP/BOOKS/2021 dated 05-Aug-2021 accordingly, I/ we accept the terms and conditions and hereby offer the discount rates for **“Supply of Print Books to Programe Offices & 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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Indian Institute of Management Nagpur
VNIT Campus, South Ambazari Road, Nagpur- 440010

Annexure-2

Financial Bid for Library, IIM Nagpur

Book Editions (Reference Books, Text Books, General Books, Language books and etc.)	Single and Multiple Copies (%) of Discount
Indian Editions	
Foreign Editions	

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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Indian Institute of Management Nagpur
VNIIT Campus, South Ambazari Road, Nagpur - 440030

Annexure-3

Financial Bid for PGP Office, IIM Nagpur

Books Editions (Reference Books, Text Books, General Books, Language books and etc.)	Single and Multiple Copies (%) of Discount
Indian Editions	
Foreign Editions	

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:

