



IIM NAGPUR

**Empanelment of E-Book Suppliers for the Distribution of E-Textbooks
At IIM Nagpur**



Client

CAO

Indian Institute of Management Nagpur
Plot No. 1, Sector 20, MIHAN (Non-SEZ),
Nagpur – 441108

Phone no. 7201909967

Email: library@iimnagpur.ac.in

Website: www.iimnagpur.ac.in

Part-I
Instructions



Instructions to bidders		
Clause No.	Title	Description
1	Work	“ Empanelment of E-Book Suppliers for the Distribution of E-Textbooks At IIM Nagpur” on prescribed format from reputed vendors/distributors/suppliers/publishers in India.
2	Reference No.	IIMN\EMP\E-BOOKS\2022
3	Issue of the bid document	To be issued on IIM Nagpur website from 15-July-2022 onwards. The book vendors are requested to check the website on regular basis till 27-July-2022 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, Plot No. 1, Sector 20, MIHAN (Non-SEZ), Nagpur – 441108 latest by 27-July-2022 by 2.00 P.M. The envelope should be superscribed as “ Empanelment of E-Book Suppliers for the Distribution of E-Textbooks at IIM Nagpur ”.
5	Bid opening date	03.00 P.M on 27-July-2022 at IIM Nagpur
6	Details of bidder	Annexure-1 is to be filled, duly signed, stamped and submitted along with the financial bid annexure-2.
7	Financial bid	Annexure-2 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 competent authority. 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)/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 .
12	The bid documents will be rejected without any further notice to the e-book supplier, if	<ul style="list-style-type: none"> 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.

Part-II

Eligibility criteria for potential e-book suppliers for the empanelment

Clause No.	Title	Description
13	Pre-Qualification Criteria (Proof/Supporting documents (Mandatory to enclosed with annexure-1)	<p>a) The bidder 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 bidder must be the supplier of National level institutes like IITs, IIMs, NITs, IISERs, NISER, and any other Government Organizations. The recent three work orders have to submit as proof of supplier.</p> <p>d) E-book supplier must submit the <u>latest authorization letter</u> of the respective publisher that quoted the discount rates. The authorization letter should clearly indicate the <u>validity period of the authorization</u>.</p> <p>f) The bidder should have an office, which should have a minimum period of five years' experience as on 15 July- 2022. The annual turnover of the bidder for the last three financial years must be two crores per annum. Document evidence need to be submitted.</p> <p>Note: Pre-qualification criteria exempted to the publisher if they submit documentary proof as a publisher.</p>
14	Taxes and duties	The e-book supplier must be having PAN (Permanent Account Number), and GSTN (Goods and Service Tax Network).



Part-III

The empanelment will be governed by the following 'Terms and Conditions' and purchase procedures		
Clause No.	Title	Description
15	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 maximum three years based on their performance and at the sole discretion of the Institute.
16	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.
17	Enquiry on availability of e-books	At the first instance, e-book supplier will be sent an e-mail enquiry with the list of books and number of copies required. 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.
18	Purchase orders	a) In reply to e-book supplier response to email query, purchase order/email confirmation will be sent to the vendor concerned with request to supply e-books. The e-book supplier on receipt of purchase order/email confirmation 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 Institute within 2 days of receipt of the order.
19	The time frame for supply	E-book access should be activate within 5 days from the date of issue of the purchase order OR email confirmation.
20	Edition & Access Mode specifications (By default)	a) Low-cost Indian ed. & Latest ed., of e-books must be supply unless mentioned otherwise. b) Publisher original e-book format & access policy applicable. c) E-book format must compatible to computers, mobile phone and tablet



21	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 placed 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 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. The authorization letter should clearly indicate the validity period of the authorization.</p>
22	Invoicing & payment procedure	<p>a) Two copies of invoices/bills are to be submitted.</p> <p>b) Invoice/Bill should be in favor of Indian Institute of Management.</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>
23	Mandatory enclosures with invoice	<p>a) Price Proofs: Publisher catalogue/Publisher certified letter would 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>
24	Cancellation of an order	The institute has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
25	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.

The sealed quotations, complete in all respects, should be submitted at the Office of the Chief Administrative Officer, Indian Institute of Management Nagpur, Plot No. 1, Sector 20, MIHAN (Non-SEZ), Nagpur – 441108 latest by 27-July-2022 by 2.00 P.M. The envelope should be superscribed with “Empanelment of E-Book Suppliers for the Distribution of E-Textbooks At IIM Nagpur”



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.

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 _____
Enclose self-attested photocopies of _____
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 tender Ref. No. IIMN/EMP/E-BOOKS/2022 dated 15-July-2022 accordingly, I/ we accept the terms and conditions and hereby offer the discount rates for "Supply of E-Books to IIM Nagpur" as per financial bid (Annexure -2).

Signature _____

Name of the BIDDER _____

Date _____

Official seal of BIDDER



Annexure-2**Financial Bid for E-Book Supply (Single & Multiple Copies)**

Sr. No.	Publisher	Percentage (%) of Discount
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	Penguin Random House	
14	Shroff Publishers & Distributors Pvt. Ltd.	
14	Other publishers	

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

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/E-BOOKS/2022 dated 15-July-2022 accordingly, I/ we accept the terms and conditions and hereby offer the discount rates for "Supply of E-Books to IIM Nagpur" as per financial bid (Annexure -2).

Signature _____

Name of the BIDDER _____

Date _____

Official seal of BIDDER

