

**CENTRAL LIBRARY**  
**INDIAN INSTITUTE OF TECHNOLOGY (ISM) DHANBAD**



**Tender for Empanelment of Vendors for Supply of Books to the Central Library, IIT(ISM) Dhanbad.**

IIT(ISM) Dhanbad invites sealed tenders under two bid system for empanelment of vendors for supply of books to its Central Library for the period of three consecutive financial years (i.e. 2019-20, 2020-21 and 2021-22) from reputed registered book suppliers / Vendors having valid registration with National/State federations; Membership with Good Office Committee (GOC) or any other recognized National/State body with at least 5 years' experience of supplying the books to minimum 05 IITs/NITs/IISERs/Central Universities in the field of Science and Technology and have minimum 02 Crores turnover in preceding three financial years.

The bids are to be opened and evaluated by competent committee or Authority based on the merit for selection of the Vendors for empanelment. The tender document can also be downloaded from the institute website [www.iitism.ac.in](http://www.iitism.ac.in). The duly filled application form along with necessary documents and EMD must be reach to **Assistant Registrar (P & S), IIT(ISM), Dhanbad-826004(Jharkhand)** latest by **11<sup>th</sup> June 2019 (01:00 PM)** in a sealed envelope.

1.	EMD (refundable)	The vendors should deposit a <b>REFUNDABLE EMD</b> amount of Rs. 20,000/- (Twenty Thousand Only).
2.	Last date and time of receiving the Bid documents.	<b>11<sup>th</sup> June, 2019 by 01:00 PM</b>
3.	Address for Communication	<b>Assistant Registrar (P&amp;S), IIT(ISM), Dhanbad – 826004 (Jharkhand)</b>
4.	E-mail Address	<a href="mailto:piclib@iitism.ac.in">piclib@iitism.ac.in</a>

1. The supplier/Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
2. IIT(ISM) Dhanbad reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
3. The decision of IIT(ISM) Dhanbad regarding empanelment of Publishers/Distributors/ Vendors shall be final and no further communication will be made.

**Terms and Conditions for vendor registration and empanelment for supply of books to the Central Library, IIT(ISM), Dhanbad.**

1. The vendor should be a member of the National/State federations; Membership with Good Office Committee (GOC); Federation of Publishers' and Booksellers' Association in India (FPBAI) or any other recognized similar National/State body,
2. Five 'Satisfactory supply certificate' from the libraries of IITs/NITs/IISERs/Central Universities where the vendor is currently empanelled for supply of the books. Out of which minimum 01 should be institutes of national importance and 01 should be a central university. The vendor should have minimum annual turnover of Rs. 2 Crores in the preceding three Financial Years.
3. 'Satisfactory supply certificate' of 05 institutions and a proof of minimum turnover in last three preceding years should be submitted (Audited annual statement / Balance sheets / ITR etc.) with the technical bid document.
4. Vendor should have a Permanent Account Number (PAN) and GST Number.
5. Vendor should supply the ordered books within a period of 60 days failing which may lead to cancellation of the order and procedure may be initiated to debar the vendor.
6. Vendor should offer maximum discount on published/printed price for all books and in no case less than the following discount percentage under different categories as given below on the latest edition of a book:

S.N.	Particulars	Discount
1.	General Books	30 %
2.	Reference Books ( <i>Encyclopaedia, Hand Book, Almanac, Dictionary, Multi-volume set of Books, Maps, Atlas, Concordance</i> ).	35 %
3.	Govt. Publications/Swamy's Publications/ Leaned society Publications where no discount are offered	No discount. (If proper proof is submitted with prior approval from the library authority, genuine freight charges will be paid additionally).
4.	Short discount Titles of specific sources (In exception cases only)	As pre written consensus & prior approval of the Library authority (vendor should submit open publisher's invoice without any alteration along with a self-certification in this regards).

7. **Foreign Currency:** Only RBI (FBIL) Bank exchange rate will be applicable on the day of generating the invoice.
8. **Price Proof:** Accepted Price Proof is: (Duly Signed & Stamped by the supplier) Publisher's/Distributor's invoice to supplier and/or Print out/ Photocopy from the publisher's catalogue. Alternatively, the Central Library may also cross verify the prices

- from authentic sources/publisher's website. Such printouts verified & signed will be re-checked by the Book acquisition section of the library and accepted as price proof.
9. **Purchase Order:** The Central Library, IIT(ISM) Dhanbad reserves the right to issue the purchase order to different empanelled vendor based on suitability. If a particular book is available with multiple empanelled vendors, preference will be given to a vendor who will offer higher discount on first come first serve basis.
  10. The books shall be **properly packed and delivered** at supplier's expenses & risk to the following address by hand or through recorded mode of delivery (i.e. Registered Post/Parcel/courier) within minimum period of time: **PIC (Library), Central Library, IIT(ISM) Dhanbad-826004(Jharkhand)**. Damaged books or books which are not as per order will not be accepted, and will be taken back on their own expenses by the vendor.
  11. **Payment terms:** All the payment will be made in Indian Rupees. 100% payment will be released after supply and acceptance of books by the institute in good condition within 45 days, in normal cases.
  12. Unless otherwise specified, only the latest edition of the publication will be accepted.
  13. Unless otherwise specified, the Indian/paperback edition of a title should be supplied.
  14. The supplied books must be latest unless or otherwise specified, and in good condition without any defects/damage.
  15. The bill(s) are to be submitted in triplicate (03 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory. GST exemption certification (If applicable) should be given on the bills.
  16. Vendor will have to submit the bills for foreign books converted to Indian rupees at the RBI (FBIL) Bank exchange rate given on the date of invoicing.
  17. The invoice/bill should have quoted the following statement:
    - (I) The price has been correctly charged in accordance with publisher's invoice/printed price.
    - (II) Latest edition/ordered edition of the books have been supplied. No "Remaindered" title is supplied.
    - (III) Rates are charged as per RBI (FBIL) Bank exchange rate.
  20. All entries in the bill should be neatly typed in acceptable format to the Central library, IIT(ISM) Dhanbad. (**Refer point no. 16**).
  21. Selected vendors should deposit a refundable security deposit of **Rs. 50,000 (Fifty Thousand rupees only)** in the form of Demand Draft drawn from any Nationalized/ Scheduled Bank in favour of "**Registrar, Indian Institute of Technology(ISM), Dhanbad** payable at Dhanbad.
  22. The Refund of security deposit will be processed after the end of the tenure of the vendor provided there are no outstanding issues.
  23. All pages of the relevant documents/bid documents must be signed and stamped by the authorized signatory of the firm.

24. The 'Library Book purchase advisory Committee' reserves the right to extend the tenure of the vendor after one year or reject the vendor depends upon the performance of the vendor as judged by the committee.
25. The Library advisory Committee (LAC) reserves the right to amend the terms and conditions for vendor ship, recommend or reject any or all the book vendors and the same are binding to the vendors. The decision of Library advisory Committee (LAC) will be final in all cases and no further explanation will be given.
26. All matters of dispute will be subject to the legal jurisdiction of the courts at Dhanbad only.
27. Three copies of the bills of supplied books are to be addressed in the following name and submitted in the central library of the Institute by hand or in recorded mode of delivery:

**PIC (Library)**

**Central Library**

**Indian Institute of Technology(ISM) Dhanbad-826004(Jharkhand)**

28. Vendor should not get any book recommended by the faculties if the same book is freely available on publisher's website.

**Important instructions & Institute Book Purchase Terms and Conditions for Firms/Suppliers/Vendors**

**Instructions:**

1. The tenders have been invited under two bid system i.e. 'Technical Bid' and 'Financial Bid'. The interested suppliers/Vendors are advised to submit two separate sealed envelopes super scribing – 'Technical Bid' for supply of Books to Central Library, IIT(ISM) Dhanbad" for the envelope containing documents with respect to "Technical Bid", and for the envelope containing documents with respect to 'Financial Bid' super scribe "Financial Bid for supply of Books to Central Library, IIT(ISM) Dhanbad". Both sealed envelope should be kept in a big sealed envelope and superscribing "Tender for empanelment for the supply of books to the Central Library, IIT(ISM) Dhanbad"
2. The 'Technical Bid' are to be opened at the first instance & evaluated by competent committee or Authority. At the second stage, Financial Bid of only technically qualified suppliers/vendors will be opened for further evaluation and selection of vendors for empanelment.
3. The Earnest Money Deposit (EMD) of Rs. 20,000/-(Rupees Twenty thousand should be necessarily accompanied with the 'prequalified Bid/Technical Bid' of the firm in form of Demand Draft drawn in favour "Registrar, IIT(ISM) Dhanbad" and payable at Dhanbad. Tender received without EMD or EMD for less amount will be summarily rejected. The submission of EMD is compulsory for all the vendors/suppliers interested to participate for this empanelment. No exemption will be granted for submission of EMD in any case.

4. The EMD in respect of the Vender/supplier who do not qualify the Technical Bid (i.e. First stage of sort listing) shall be returned to them without any interest after finalization of tender. The successful bidders are required to submit security deposit amount of Rs. 50, 000/-(Fifty thousand only) in the form of DD in favour of Registrar, IIT(ISM) Dhanbad payable at Dhanbad. The EMD will be refunded after deposit of security money by the concerned successful vendors. The Security deposit will be refunded only after two months from the expiry of empanelment period without any interest.
5. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along with the official stamping of the firm.
6. Incomplete and conditional tenders will be rejected.
7. At any point of time any of the document furnished by the Vendors/suppliers found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
8. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the EMD of the concerned firm will be forfeited.
9. Tenders should be addressed to the **Assistant Registrar (P & S), IIT(ISM), Dhanbad-826004(Jharkhand)** and must reach him on or before **11.06.2019 at 01:00PM**. All the Tenders should be sent by Registered/Speed Post/Courier.
10. Any tender received after due date and time will be rejected.
11. The Vendor(s)/ Supplier(s) sort listed for vendor empanelment are required to strictly agree to supply as per the institute set "Book Purchase Terms and Conditions".
12. The prequalified identity Bid (i.e. Technical Bid) of the tender shall be opened at **11.06.2019 at 01:00 PM** in the **Office of the Assistant Registrar (P&S), IIT(ISM) Dhanbad** in the presence of the authorized representatives of the tenderers, who wish to be present at that time.
13. After evaluation of the prequalified identity Bid (Technical Bid), the 'financial Bid' will be open. The day for opening of financial bid will be intimated to the technically qualified bidders only through e-mail.

#### **Terms and Conditions for Purchasing Books at Central Library, IIT(ISM) Dhanbad**

- A. Enquiry on availability of Books:** At the first instance, all the empanelled Vendors/Suppliers will be sent an email query with list of books and number of copies against each title required for Library procurement. On receipt of the email, the Vendors having books as per above list in their ready stock or can supply the books have to respond within stipulated time (07 days) quoting titles availability/status with number of copies, unit price, and maximum discount offered. The preferred mode of communication will be by email to save the time.
- B. Supply against approved order:** In reply to Vendors/suppliers response to our query, email communication will be established with the vendor concerned with request to supply books on approval through challan bearing challan number, date and our reference

number for each item, along with publishers catalogue/invoice/ authentic price proof duly stamped and signed. Time will be stipulated to execute supply. ***In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.*** The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library, IIT(ISM) Dhanbad. However, the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss/damage/pilferage in transit, if any, will be sole responsibility of the supplier. Secure and safe delivery of books at Central Library, IIT(ISM) Dhanbad as per approved order is the responsibility of the supplier/vendor alone.

C. The Vendor(s)/ Supplier(s) sort listed for vendor empanelment are required to strictly agree to supply as per the institute set “Book Purchase Terms and Conditions” as stipulated hereunder.

- All books carry a discount as per the agreed terms.
  - The order should be acknowledged within 7 days from receiving the order.
  - Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Supplier may consult the central library beforehand if intend to supply hardback editions, if the ordered paperback edition is not available. If the hardback and paper back have same price, supply the hardback only.
  - The maximum time limit for supplying of book is 60 days.
  - The order would be treated as cancelled, if ordered books are not supplied or not reported as to availability or otherwise is received beyond the specified period.
  - The supplier should certify on the invoice that the prices quoted are the publisher's current prices, enclose the stamped price proof along with the invoice and in case of foreign title, he may also certify that the Indian edition is not available for this book.
  - Payment may be made normally in 45 days from date of receipt of the Books with invoice & required documents.
  - Price Proof: (Duly Signed & Stamped by the supplier) Distributor’s invoice to supplier, Print out from the publisher’s catalogue, Photocopy from Publisher Catalogue.
  - Books along with triplicate copy of original invoice should be provided.
  - The Bill should be prepared preferably in the same order as items listed in the Purchase Order.
  - Purchase order should not be splitted without prior permission.
  - Exemption of GST on books should be clearly mentioned on the bill raised by the vendor.
  - Any other amendments made by library advisory committee.
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**Assistant Registrar (P&S)**

**CENTRAL LIBRARY****INDIAN INSTITUTE OF TECHNOLOGY (ISM)  
DHANBAD**

**Application is invited from the Distributors/Publishers/Vendors for empanelment for the supply of books to Central Library, IIT(ISM) DHANBAD**

*(Duly filled application form should reach to the Assistant Registrar (P & S), Indian Institute of Technology (ISM) Dhanbad-826004 (Jharkhand) on or before 11.06.2019 latest by 01:00 P.M. along with EMD of Rs. 20,000/- in form of Demand Draft from any schedule bank in favour of "Registrar, IIT(ISM) DHANBAD" along with other relevant documents).*

**APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY  
OF BOOKS TO CENTRAL LIBRARY, IIT (ISM), DHANBAD**

To,  
Assistant Registrar (P & S),  
Indian Institute of Technology (ISM) Dhanbad-826004 (Jharkhand)

Sir,

In response to your advertisement for empanelment of vendors for supply of books to the Central Library, IIT(ISM) Dhanbad, please find my duly filled application form along with application fee and relevant documents.

1.	Advertisement No. and Date	
2.	Do you agree to supply books on the terms and condition mentions in the advertisement available at IIT(ISM) Dhanbad website ( <a href="http://www.iitism.ac.in">www.iitism.ac.in</a> )	YES/NO
3.	Details of Demand Draft: EMD Rs. 20,000/- DD Number: Date of Issue: Issuing Bank:	
4.	Name of the Firm:	
5.	Postal address of the Head Office of the firm:	
6.	Contact Information: (a) Name of the contact person: (b) Telephone Number: (c) Mobile Number: (d) Fax Number:	

	(e) E-mail: (f) Website address, if any:	
7.	Kind of Proprietorship (i.e. Single/Joint):	
8.	If partnership, name and address of partners:	
9.	Whether you are Income Tax payee? If yes, please submit a copy of income tax return filed for last three consecutive years.	Yes/No
10.	(a) PAN/TAN No.  (b) GST No.	
11.	Bank details (A certificate issued by the bank may be attached)  (a) Name of the Bank: (b) Address: (c) Bank Account No.: (d) Name of the Account holder: (e) IFSC code: (f) MICR code: (g) Date of opening of account: (h) Type of account (Savings/Current):	
12.	Are you a member of Good Office Committee (GOC)? If Yes, attach a copy of the membership certificate.	Yes/No
13.	Are you a member of Federation of Publishers' and Booksellers 'Association of India (FPBAI)? If Yes, attach copy of the membership	Yes/No
14.	Are you a member of any other recognized similar National/Sate body? If Yes, attach copy of the membership.	Yes/No
15.	Are you a distributor/dealer/stockiest/exclusive/preferred Agent? If so tick mark the appropriate one's and attach the authority letter (s) issued by the publishers in support of your claim.	Yes/No
16.	Are you a distributor / dealer / stockist/ exclusive/ preferred agent of the publishers in the area of Science and Technology? If so, please submit the most recent authority letters issued by the publishers.	Yes/No
17.	Experience in the field of supplying books to IITs/NITs/IISER/Central Universities libraries of national reputed organizations (please mention no. of years):	
18.	Are you registered and currently dealing with the minimum 05 libraries of IITs/NITs/IISER/Central Universities? Out of which 01 should be institutes of national importance and 01 should be reputed central universities (If 'Yes', please attach relevant documents).	Yes/No
19.	Do you have direct import license. (If Yes, please attach a copy of the same)	Yes/No
20.	Do you have an account with the reputed foreign publishers for importing books directly through them? (If yes, please furnish documentary proof)	Yes/No



21.	Are you able to procure books including Govt. and society publications from abroad in 60 days against specific order?	Yes/No
22.	Annual Turnover of the firm for the last 3 financial years: (a) 2015-16: (b) 2016-17: (c) 2017-18: (please attach audited copy of the same)	
23.	Major foreign/Indian publishers you are dealing with (Give Names/Address)	
24.	Name Major subject areas on which your firm handle supply of books	
25.	Have your firm ever been debarred/blacklisted for doing business from any government organization? If No. Affidavit by Vendors for not having been black listed/debarred by any public organization/ University/ National Level institution	Yes/No

***\*All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the application form.***

### **DECLARATIONS**

- (i) I/We ..... (names of partners/Proprietors or Share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.
- (ii) I/We also hereby declare that all matters related to IIT (ISM), Dhanbad shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. / Ms..... Whose signature are given below, is an authorized representative of this firm.
- (iv) 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.

Date:

Authorized Signatory & Seal of the Firm

### **Check List of Application form (Technical Bid/ Prequalified identity Bid)**

The attached documents must be arranged in the following order:

- (i) Demand Draft of Rs. 20,000 (Twenty Thousand only) in favour of Registrar, IIT (ISM), Dhanbad as EMD.
- (ii) Duly filled and self-attested Application form/Technical Bid form.
- (iii) ITR of last three financial years (i.e. 2015-16, 2016-17, 2017-18).
- (iv) Reference letter of minimum 05 IITs/NITs/IISER/Central Universities libraries where the vendor is currently dealing with. Out of which 01 should be institutes of national importance and 01 should be central universities.
- (v) Copy of your registration letter of Publishers/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
- (vi) Certificate issued by bank regarding bank details.
- (vii) Most recent authority letters issued by the publishers stating you as a distributor / dealer / stockist/ exclusive/ preferred agent in the area of Science and Technology.
- (viii) Copy of import licence.
- (ix) Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
- (x) Audited copy of Annual turnover of the company for last three financial years, if any.
- (xi) Affidavit raised on non-judicial stamp paper of Rs. 100.
- (xii) Other relevant documents.

**NOTE: EMD amount of Rs. 20,000 (Twenty Thousand only) in favour of Registrar, IIT (ISM), Dhanbad should be kept inside the envelope of Technical bid.**

## FINANCIAL BID

[Empanelment of Vendors /Suppliers for supply of Books to Central Library, IIT(ISM) Dhanbad]

The maximum discount the vendor concerned intend to offer shall be mentioned clearly (Books required for library purchases in general are of latest edition only)

I/We ..... (Name of the firm) will offer following **minimum rate of discount**, if got selected for empanelment as vendor for supply of the books to the Central Library, IIT(ISM) Dhanbad.

S.N.	Particulars	Minimum rate of Discount Offered
1.	General Books	
2.	Reference Books ( <i>Encyclopaedia, Hand Book, Almanac, Dictionary, Multi-volume set of Books, Maps, Atlas, Concordance</i> ).	
3.	Govt. Publications/Swamy's Publications/ Leaned society Publications.	
4.	Short discount Titles of specific sources (In exception cases only)	

Date:

Authorized Signatory  
& Seal of the Firm