



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

No.IIT-BBS/CL/VE/TDR/2016/01

Date: 13.01.2017

NOTICE

A copy of the office order on "Empanelment of Vendors for Supply of Books/CD/DVD and Audio Visual Material to Central Library, IIT Bhubaneswar" along with "IIT Bhubaneswar Terms and Conditions for Purchasing Books -2016" is forwarded to all the LAC Members, CITSC Chairman, Deputy Registrar (F&A) for information and necessary action.

(Deputy Librarian) 13.1.17

Convener, LAC

To:

- 1: The Chairman, LAC
- 2: All the LAC Members
- 3: The Chairman, CITSC (for web-posting)
- 4: Deputy Registrar (F&A)
- 5: The Acquisition Section, Central Library

Copy To:

- 1: PS to Director
- 2: PS to Registrar
- 3: Central Library Staff
- 4: CL Office File

PIC (web) / shima

For necessary action

N.V.L. Kallanty
13-1-17



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

No. IIT-BBS/CL/VE/TDR/2016/01

Date: 20.12.2016

To

1. M/s Shankar's Book Agency Private Limited, New Delhi
2. M/s Narendra Publishing House, Delhi
3. M/s Technical Bureau (India) Pvt Ltd, Delhi
4. M/s Consortium Books Pvt. Ltd., Allahabad
5. M/s New India Publishing Agency - NIPA, New Delhi
6. M/s Techniz books International, New Delhi
7. M/s Baroda Book Corporation, Baroda
8. M/s Overseas Press India Private Limited, New Delhi
9. M/s Intercontinental Book Agency, New Delhi
10. M/s Hi Tech Book Services, New Delhi
11. M/s Indica Publishers and Distributors Pvt. Ltd., New Delhi
12. M/s Amit Book Depot, Bhubaneswar
13. M/s Sabnam Pustak Mahal, Cuttack

Subject: Empanelment of Vendors for Supply of Books/CD/DVD and Audio Visual Material to Central Library, IIT Bhubaneswar.

Dear Sir/Madam,

The undersigned is directed to convey the approval of the Competent Authority for the empanelment of your firm as stated above for supply of Books to the Central Library for a period of three years with effect from 1st January 2017 subject to satisfactory performance based upon annual review.

The empanelment is subject to the terms and conditions listed in Annexure – I. You are requested to acknowledge the receipt of the same.

Yours sincerely,

Ras
20/12/2016

Chairman, Central Library

Annexure - I

IIT Bhubaneswar Terms and Conditions for Purchasing Books

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 in their ready stock of books have to respond within stipulated time quoting titles available with number of copies and unit price as per the template. The preferred mode of communication will be by email to save delay in normal postal communication. **Unless otherwise mentioned, only latest Indian edition of publication will be quoted.**

Supply against purchase order and billing: In reply to Vendors/suppliers response to our query, purchase order will be released with the vendor concerned with request to supply books through challan bearing challan number, date and Library reference number for each item, along with publishers catalogue price proof duly stamped and signed. The 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. The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library. 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 Bhubaneswar as per approval order is the responsibility of the supplier/vendor alone. **In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.** Supplier also send a scan copy of the Invoice/Bill to the head of the library, so that advance processing of books at our end can be done and Invoice/Bill should be sent to "The DEPUTY LIBRARIAN, CENTRAL LIBRARY, IIT BHUBANESWAR, A-1, BLOCK, 2ND FLOOR, TOSHALI BHAWAN, SATYANAGAR, BHUBANESWAR-751007, ODISHA"

After receipt of the books as requested in the purchase order, the physical condition of the books will be checked and for the books not having printed price, price proof (i.e. publisher's catalogue price)/certificate from publisher's authorised distributor/publisher's Indian Office/Publisher's Invoice, as the case may be, will be matched with the cost of books quoted in the challan. Any sticker affixed with the book indicating price is not acceptable. **Foreign currency conversion will be at RBI rate of the conversion on the date of Invoice.** While placing Purchase order if any of the book(s) found not required i.e. defective, wrong supply, wanting of price proof etc. and needs to be returned, the same information will also be communicated to the supplier. In such cases collecting back the return books will be the responsibility of the supplier.

Delivery of Books

- a) Only new books must be delivered.
- b) The supplied books should be **original printed copy of the publisher** and purchased legally through concerned publishers or through authorized distributor/dealer. In no case pirated/remaindered copies or printed through any other despicable mechanism should be supplied.
- c) The delivery period is as under:
 - Indian Publications: maximum one month from the **date of issue of "Purchase Order"**

20/11/2016

• Foreign Publications: maximum 45 days from the **date of issue of "Purchase Order"**
The delivery date may be extended by the Library at its discretion, if the Supplier requests for an extension citing valid reasons.

d) In such types of Purchases against direct purchase order, the conversion rate will be **RBI rate of the conversion on the date of delivery of books** (i.e. hand delivery of books at Central Library premises) along with Invoice/bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on RBI rate of conversion on the date of invoicing favouring Central Library IIT Bhubaneswar and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/bill, price proof(s), copy of RBI conversion rate on the date of consignment booked and consignment booking receipt as email attachment to the Deputy Librarian, IIT Bhubaneswar (*All documents sent must bear the signature and seal with date of the supplier/Vendor concerned*).

Consignee and Mode of Despatch

All supply of books should be consigned to "THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR" by Speed Post Parcel/Registered Parcel/Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at Central Library.

Despatch Documents

Intimation relating to the mode of dispatch should be emailed/courier/speed post to "Deputy Librarian, Central Library, IIT BHUBANESWAR".

Original dispatch documents are to be forwarded to the Library by way of recorded delivery i.e. Registered Post/Speed post in the above mentioned address only.

Preparation of Bill

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

Submission of Bill

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photo copy of the publishers original import invoices or current catalogue price proof etc. duly stamped and signed by the supplier concerned, as per institute book purchase rule.

Price Certificate

A duly signed price certificate required to be incorporated in each and every bill stating that the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's /Authorised distributor's price. The books supplied are not remainderd titles. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

Exchange Rate

Conversion rate in case of prices quoted in foreign currencies, **RBI rate of conversion is applicable on the date of Invoice i.e. actual date of sending the consignment.**

Handwritten signature and date: 25/12/2016

Income Tax Related Papers

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN number (i.e Permanent Account Number) and Xerox copy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier. Current Income Tax Clearance Certificate, Income Tax No., and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

Bank A/C Details

The supplier is required to provide the following mentioned information as per the template enclosed:

Name of the Bank and Branch:
Postal Address (with PIN Code):
E-mail and Phone:
Account type:
Bank Account No.:
Account Type:
IFSC Code:

Latest Edition and Low-Price Edition Books

Books of the latest edition should be supplied, with an intimation to that effect to the Library, even though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of Text books, the Library prefers to procure low priced editions. Thus, if a low priced edition of a book is available, then the Supplier is encouraged to inform its availability to the Library in advance and on receipt of a confirmation from Library side, same to be supplied. Library prefers to procure library edition reference books wherever available.

Discount

Category of Library Materials (Indian & Foreign)

Rate of Discount fixed by DPC

- | | | |
|---|---|---|
| • Text Books (TB) | - | 22 % on the catalogue price |
| • Technical Reference Books (TRB) | - | 25 % on the catalogue price |
| • General Reference Books (i.e. Dictionary, Encyclopedia; Year book and like documents) | - | 27% on the catalogue price |
| • Government/Society Publication/Short discount/No-discount documents/Rare Books: | | Publisher's price (-) Discount earned + 10% Handling charges on the cost price (subject to Production of documentary evidence of Procurement with price or the actual expenses incurred in procurement whichever is less. |
| • Hindi/Sanskrit or Other Regional Books | - | 10% on catalogue price |
| • Books other than print format i.e. CD, DVD & other e-media: | | 5% on catalogue price |

Handwritten signature/initials

Processing of Bills

If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition section will process the bills and forward the same within minimum loss of time to the Accounts Section for onward payment processing.

Return of defective Books

If a supplied book doesn't conform to 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 at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the stipulated time period.

Cancellation of an Order

- The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension has been allowed.
- Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.

Delisting of Suppliers

A Supplier who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list.

The Library reserves the right to:

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above
- ***Procure the book(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said books.***

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 Bhubaneswar, Odisha. The resultant contract will be interpreted under Indian Laws.

* * *

Handwritten signature and date: 25/11/2016