



केंद्रीय पुस्तकालय
Central Library
भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

Tender No. IITBBS/LIB/ENQ/VE/2023-24/11

Date. 01.12.2023

Tender for Empanelment of Vendors for Supply of Books/CD/DVD and Audio Visual Material to the Central Library, IIT Bhubaneswar

IIT Bhubaneswar, invites sealed tenders for empanelment of vendors for supply of books to Central Library for the period of three consecutive years (i.e. 2024, 2025 and 2026) from reputed registered book Suppliers/Vendors having valid registration with National/State federations or any other recognized National body with **at least 5 years' experience** of supply of books to Central/State Universities or Government funded Autonomous Academic Institutions of higher learning in the field of Science and Technology.

1. The offers may be submitted in Two-BID System (i.e. prequalified identity Bid/ price Bid in terms of Library discount).
2. The tender document can also be downloaded from the website: www.iitbbs.ac.in
3. The Supplier/Vendor participating in the process will have to deposit the Earnest Money (EMD) of Rs. 25000/- (Rupees Twenty Five Thousand only) through Demand Draft drawn in favour of **Registrar, IIT Bhubaneswar payable at Bhubaneswar**.
4. 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.
5. The Director, IIT Bhubaneswar 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.

The prequalified identity bids are to be opened at the first instance and evaluated by the Competent Committee or Authority. At the second stage, Financial Bid of only technically qualified Vendors/Suppliers will be opened for further evaluation and selection of Vendors for empanelment.

Publish Date :	01 December 2023 up to	05.00 PM
Bid Submission Start Date :	04 December 2023 up to	09.00 AM
Last date of submission of Tender:	26 December 2023 up to	03.00 PM
The date and time for opening of Tender:	26 December 2023 at	03.30 PM

Asst. Registrar (S&P)

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

The tenders have been invited under two bid system i.e. Prequalified identity Bid and Financial Bid. The interested Firms/Suppliers/Vendors (i.e. Tenderers) are advised to submit two separate sealed envelopes super scribing - **“Prequalified Identity Bid (i.e. Technical Bid) for supply of Books to Central Library, IIT Bhubaneswar”** for the envelope containing documents with respect to Prequalified Identity Bid and **“Financial Bid for supply of Books to Central Library, IIT Bhubaneswar”** for the envelope containing documents with respect to Financial Bid.

The prequalified identity Bids are to be opened at the first instance and evaluated by the competent committee or Authority. At the second stage, Financial Bid of only technically qualified Firms/Suppliers/Vendors will be opened for further evaluation and selection of vendors for empanelment.

1. The Earnest Money Deposit (EMD) of Rs. 25000/- (Rupees Twenty Five Thousand only) should be necessarily accompanied with the prequalified Bid of the firm in the form of Demand Draft drawn in favour of **“Registrar, IIT Bhubaneswar”** and payable at **Bhubaneswar** and should be kept in a sealed separate cover super-scribing **E.M.D.** Tender received without EMD or EMD for less amount will be summarily rejected. The submission of EMD is compulsory for all the Firms/Vendors/Suppliers interested to participate for this empanelment. No exemption will be granted for submission of EMD in any case.

2. The EMD in respect of the firms (i.e. Firms/Vendors/Suppliers) who do not qualify the Prequalified Identity Bid (i.e. First stage of sort listing) shall be returned to them without any interest after finalization of tender. **For successful Vendors, EMD will be treated as performance security and will be refunded after expiry of the empanelment period.**

3. 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.

4. Incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

5. At any point of time and any of the document furnished by the Firms/ 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.

6. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the EMD/Performance Security of the concerned firm will be forfeited.

7. The rates should be quoted in Indian Rupees, both in figures and words.

8. Tenders should be addressed to **“THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, 4TH FLOOR, ADMINISTRATIVE BUILDING, IIT BHUBANESWAR, ARGUL, KHORDHA- 752050, ODISHA, INDIA”** and must reach him on or before 3.00 PM of 26.12.2023. All the Tenders should

be sent by Registered Post/Courier. Tenders may also be hand delivered by dropping at the “**TENDER BOX**” kept at Central Library, IIT Bhubaneswar, Argul, Khordha- 752050, Odisha, India.

9. Any tender received after due date and time will be rejected.

10 The Firms/Vendor(s)/Supplier(s) shortlisted for Vendor Empanelment are required to strictly agree to supply as per the institute set “**Book Purchase Terms and Conditions**” as stipulated hereunder.

11. The prequalified identity Bid (i.e. Technical Bid) of the tender shall be opened at 3.30PM on 26.12.2023 in the CENTRAL LIBRARY, 4TH FLOOR, ADMINISTRATIVE BUILDING, IIT BHUBANESWAR, ARGUL, KHORDHA- 752050, ODISHA, INDIA in the presence of the authorized representatives of the bidders, who wish to be present at that time. The bidders whose technical bids are accepted/qualified will be informed about the date and time of opening of financial bids.

12. All supporting documents in respect of the Bid must be submitted duly self-attested by the person signing the Bid and all original documents have to be produced on the date and time indicated for opening of the Tender without which the Bid is liable to be rejected. The Institute reserves the right to verify those original documents from the Authorities which have issued such documents for the purpose of this tender.

IIT Bhubaneswar Terms and Conditions for Purchasing Books

1. 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.**

2. 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, 4TH FLOOR, ADMINISTRATIVE BUILDING, ARGUL, KHORDHA- 752050, ODISHA, INDIA”.

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 (FBIL) 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 return, 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.

3. 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 30 days from the **date of issue of “Purchase Order (PO)”**
 - Foreign Publications: maximum 45 days from the **date of issue of “Purchase Order (PO)”**

The delivery date may be extended by the library at its discretion (not more than 40 days for Indian publications and 90 days for foreign publications from the date of issue of PO), 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 (FBIL) 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 (FBIL) 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 (FBIL) 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*).

4. Consignee and Mode of Dispatch

All supply of books should be consigned to “**THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, IIT BHUBANESWAR, 4TH FLOOR, ADMINISTRATIVE BUILDING, ARGUL, KHORDHA-752050, ODISHA, INDIA**” 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.

5. Dispatch Documents

Intimation relating to the mode of dispatch should be email/courier/speed post to “**THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, IIT BHUBANESWAR, 4TH FLOOR, ADMINISTRATIVE BUILDING, ARGUL, KHORDHA- 752050, ODISHA, INDIA**”.

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.

6. Preparation of Bill

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

7. 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 photocopy of the publisher’s original import invoices or current catalogue price proof, etc. duly stamped and signed by the supplier concerned, as per institute book purchase rule.

8. 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 remaindered titles. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

9. Exchange Rate

Conversion rate in case of prices quoted in foreign currencies, Only **RBI (FBIL) rate of conversion is applicable on the date of generating the invoice i.e. actual date of sending the consignment.**

10. 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 photocopy 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.

11. 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:

Bank Account No.:

IFSC Code:

MICR code:

Type of account (Savings/Current):

12. 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.

13. Discount

Empanelment of vendors for supply of different types of books/publications will be linked to rate of discount offered by the vendors valid for three calendar years (2024, 2025, 2026) and the institute reserve the right to decide the rate as found to be appropriate and reasonable and may reject the unrealistic offer and disqualify the bidder concerned in the price bid.

14. 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.

15. 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.

16. 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.

17. Delisting of Suppliers

A Supplier/Vendor who frequently supplies books that do not conform to specifications or are not in good condition will be delisted from the registered Vendor list. In such cases, EMD/Performance security will be forfeited.

18. Rights of the Library

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 empaneled vendors, when all the empaneled Vendors fail to supply the said books.*

19. 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.

Prequalified Identity Bid (i.e. Technical Bid)

**(Empanelment of Firms/Vendors/Suppliers for supply of Books for the Central Library,
IIT Bhubaneswar – Format of Application)**

1. Name of the Firm:
2. Complete Postal Address:
FAX No:/Telephone No:
Email:
3. Kind of Proprietorship (i.e. Single/Joint):
4. If partnership, name and address of partners:
5. Are you a member of Good Office Committee (GOC)? Yes/No.
If yes, attach a copy of the Membership Certificate.
6. Are you a Member of any Federation/Publisher/Association/National or State recognized Body of India? Yes/No. If Yes, attach copy of the valid Membership.
7. 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
8. Year of starting of the Firm with Registration Number/date:
(Attach attested copies)
9. PAN/TAN No.:
10. GST No.:
11. Whether you are Income Tax payee? Yes/No
12. Annual Business Turnover: 2020-21: 2021-22: 2022-23:
(Attach IT returns certified copies showing turnover for the last three years i.e. for financial years 2020-21, 2021-22 and 2022-23. The firm should have minimum Turnover of Rs.30 lakhs per annum for last three years certified by Chartered Accountant)
13. Number of Important University/National Autonomous Academic Institutions of higher learning in Science and Technology served as supplier of books to Libraries (Attach at least three copies of the latest Purchase Order handled by your firm with copy of the certificate of successful completion of supply on time from the institute concerned, use additional sheets if required)
14. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/Distributor as case may be.
15. Name Major subject area with number of Text Books/Teachers Reference Books/General Reference Books, on which your firm handle maximum supply of books during last three years
16. Affidavit on Rs. 100 stamp paper sworn before executive magistrate for not having been blacklisted/debarred by any public organization/University/National Level institution to be submitted by bidders along with technical bid.

* 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 financial bid Form.

* Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the Technical Bid. **Entries/Claims made without supporting documents will not be considered for evaluation.**

* **Mandate Form for Electronic Fund Transfer/RTGS Transfer must be enclosed as per the Institute format (Annexure I & II).**

DECLARATIONS

- (i) I/We(names of partners/Proprietors or Shareholders) 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 Bhubaneswar shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.
- (iii) Mr 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:

**Authorised Signatory
& Seal of the Firm**

Financial Bid

(Empanelment of Vendors/ Suppliers for supply of Books to the Central Library, IIT Bhubaneswar)

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 the following minimum rate of discount, if got selected for empanelment as vendor for supply of books to the Central Library, IIT Bhubaneswar.

S. No.	Description of Books	Foreign Publications		Indian Publications	
		% of discount offered (in figure)	% of discount offered (in words)	% of discount offered (in figure)	% of discount offered (in words)
1.	Text Books				
2.	Technical Reference Books				
3.	General Reference Books (Handbook, Encyclopedia, Directory, Yearbooks, Map, chart, Dictionary and the like)				
4.	Govt./Institutional/Society Publication/Short discounted Books/No discount Books and the like				
5.	Hindi/Sanskrit/Other Regional Language Books				
6.	Books other than print format i.e. CD/DVD and like Electronic media				
7.	Any other type/format (if any)				

I/We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of IIT Bhubaneswar as laid down in the said tender document and quote rates accordingly.

Date:

**Authorized Signatory
& Seal of the Firm**

ANNEXURE-I

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To
The Registrar,
Indian Institute of Technology Bhubaneswar,
Argul Campus, Jatani, Khorda 752050

Sub: Authorization for release of payment / dues from Indian Institute of Technology, Bhubaneswar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number _____

2. Particulars of Bank:

Bank Name:		Branch Name:																	
Branch Place:		Branch City:																	
PIN Code:		Branch Code:																	
MICR No.:																			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)																			
IFS Code: (11 digit alpha numeric code)		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	
Account Type		Savings	Current	Cash Credit															
Account Number:																			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Indian Institute of Technology Bhubaneswar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; Please TICK wherever it is applicable.

VENDOR MASTER FORM

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer-One time information required)

Sl. No.	Information required	Data furnished
1	Name of the supplier company /firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, the Indian Institute of Technology, Bhubaneswar will not be responsible.

Authorized signatory with date and seal