



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad



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Vendor Registration and Empanelment for Supply of Print Books and other documents to IITH Library for the period of 2023 to 2025

Indian Institute of Technology Hyderabad invites expression of interest (EOI) for “**Vendor Registration and Empanelment**” for the supply of print books and other documents such as CDs/DVDs/Audio-Visual Materials in prescribed format from the reputed vendors/distributors to the IITH Library, IIT Hyderabad.

This vendor-ship will be valid for two years. Tenders are invited under the two-bid system, i.e., **Technical Bid** and **Financial Bid** (in terms of discount offerings). The technical bid will be opened first. In the second stage, financial bids from the vendors who qualify for the technical bid will be opened for further evaluation and selection towards empanelment. Interested vendors may send the completed application form along with the requisite documents submitted to “**The Registrar, Attn. Chief Library Officer, Room No: 102, Academic Block “C”, Indian Institute of Technology Hyderabad, Kandi, Sangareddy, PIN-502284, Telangana, India**”.

Submission of Application starts from: 18-07-2023

Last date of Submission of Application End: 07-08-2023 (5.00 P.M.)

Instructions for bidders:

- The tenders are invited under two bid systems, i.e., Technical Bid and Financial Bid (in terms of discount offerings).
- The interested vendors should submit two separate sealed envelopes superscribing – "Prequalified Bid for supply of Books and other Documents" and with respect to Financial Bid superscribing Financial Bid for supply of Books and other documents submitted to **"The Registrar, Attn. Chief Library Officer, Room No: 102, Academic Block "C", Indian Institute of Technology Hyderabad, Kandi, Sangareddy, Medak (District) - PIN-502 285, Telangana, India"**.
- The Tender document should be signed by the authorized person, and their full name and status should be indicated below their signature along with the official seal of the firm.
- Incomplete and conditional tender documents will be rejected. Quoting unrealistic rates will lead to disqualification.
- If, at any point of time, any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed a breach of terms of the contract making the firm concerned liable for legal action besides termination of empanelment.
- No bidders will be allowed to withdraw after the submission of bids/opening of the tender. Failing to maintain this discipline, the bidding vendors are liable to be blacklisted by the institute.
- Any tender received after the due date and time will not be considered.
- The Vendor(s)/ Supplier(s) short-listed for vendor empanelment are required to strictly agree to supply as per the institute's "Terms & Conditions for Acquisition of Books" as stipulated hereunder.
- The tenderers whose technical bids are accepted /qualified will be informed about the date and time of the opening of financial bids.

PART-A

Terms and Conditions for Purchase of Books

1. General:

- ❖ The Director, IIT Hyderabad reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- ❖ IIT Hyderabad does not bind itself to add in approved list of vendors or to place a purchase order to any of the vendor.

2. Security Deposit / Performance Bank Guarantee:

- ❖ Qualified vendors (both in technical and financial bid) shall submit a security deposit of **Rs.50,000/- (Fifty thousand only)** vide demand draft, in favor of the **Registrar, Indian Institute of Technology Hyderabad** within Ten (10) days of confirming vendor empanelment.
- ❖ The above interest free security deposit will be refunded to the vendors only on successful completion of the duration of empanelment i.e., two years from the date of commencement of empanelment.

3. Enquiry on availability of books:

- ❖ The library may place an enquiry with all the empaneled vendors for the required titles and number of copies of each thereof by email only.
- ❖ Within Five days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond within stipulated time quoting titles available with number of copies and unit price by reply email only.

4. Purchase Orders:

- ❖ Supply of books has to be made strictly against the purchase orders.
- ❖ Library may place order/re-order the unsupplied book to those vendors who response promptly on willingness to supply and took minimum time to deliver the books based on the discount offered.
- ❖ Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.
- ❖ Any clarification/query regarding the purchase order should be sought from the Library within two (02) days of receipt of the order.

5. Supply:

- ❖ The supply should be free of freight charges.
- ❖ If the supply is made through Railway Parcel, in that case the freight must be pre-paid.
- ❖ If the supply is made by post, the books should be sent per registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
- ❖ Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- ❖ 90% Confirmed POs should be supplied
- ❖ Service Report related to supply of books will be maintained for each vendor and the same will be considered at the time of future empanelment process.
- ❖ If Vendor is unable to supply books from confirmed POs within the stipulated period 2% penalty will be imposed (Penalty based on book cost)
- ❖ If the requested title(s) is "Out of Stock" or "Print on Demand" (POD), sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
- ❖ In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- ❖ All supply of books should be consigned to: ***The Chief Library Officer, Room No: 102, Academic Block "C" Indian Institute of Technology Hyderabad, Kandi, Sangareddy, (District) - PIN-502284, Telangana, 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 Library.

6. Timeframe for supply, and cancellations:

- ❖ Four (04) weeks (maximum) - for Indian titles (Date of issue of purchase order)
- ❖ Eight (08) weeks (maximum) - for Foreign titles (Date of issue of purchase

order)

- ❖ After the expiry of the timeframe, the purchase order automatically stands canceled.

7. Edition specifications:

- ❖ Pirated Books strictly prohibited; it leads to immediate ban from empanelment.
- ❖ Latest editions of books must be supplied, unless mentioned otherwise.
- ❖ By default, paperback editions of books should be supplied, unless specified otherwise.
- ❖ By default, Indian editions of books should be supplied, unless mentioned otherwise.
- ❖ In case of unavailability of paperback and Indian editions, clarification/ permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

8. Invoicing procedure:

- ❖ Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- ❖ A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- ❖ Invoice should be raised in favor of **The Director, Indian Institute of Technology Hyderabad, Kandi, Sangareddy, (District) - PIN-502284, Telangana, India**
- ❖ One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.
- ❖ Part supply & Proportionate billing is not acceptable.

9. Undertaking: Every invoice should certify the following:

- ❖ The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- ❖ The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue.
- ❖ The latest editions have been supplied, and they are not remaindered titles.
- ❖ The books supplied against this order have been checked against defects in

collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by us free of cost, at the destination of supply.

10. Mandatory enclosures with invoice:

- ❖ A copy of the publisher's invoice as a price proof without any cuttings.
- ❖ Mandatory to follow RBI Conversion Rate.
- ❖ Every price proof and currency conversion proof should contain a seal and authorized signature of the vendor.

11. Discount:

- ❖ Based on practical and realistic percentage of discount quoted by the bidders; evaluated and finalized by the institute's competent authorities shall remain in force during the current empanelment.
- ❖ It may be specifically noted that no changes in the accepted rates shall be allowed during currency of empanelment.
- ❖ *Discount will be fixed on the basis of technically qualified bidders' quote.*

12. Conversion Rates:

- ❖ The prices in the invoice should be indicated in original currencies.
- ❖ RBI currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.
- ❖ The currency mentioned in the quotation should remain the same in the invoice also.

13. Termination of registration and delisting from the panel: A vendor's registration may be terminated/dropped/black-listed from the list of registered suppliers at the occurrence of any of the following event:

- ❖ If the vendor fails to deliver even, at least 90% of the supply (in terms of number of titles) during the year.
- ❖ In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the vendor.
- ❖ If at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.
- ❖ In such case(s), the institute will be at liberty to cancel the registration without giving any Prior notice to the vendor, and the Institute reserves the right to forfeit

the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.

14. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above, if required, at any time.

15. All disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of The Director, IIT Hyderabad or their nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within Courts of Laws under jurisdiction of Hyderabad Courts.

16. Enclosures Checklist

- 1. Copy of PAN Card (Firm)*
- 2. Copy of Trade Association's Membership*
- 3. Copy of Income Tax returns of the last three financial years (2020 to 2023)*
- 4. Testimonials (minimum 6 no.s) from major customers CFTI's (Centrally Funded Technical Institute) with whom you are already registered. (e.g., IITs, IISc., IISERs, NITs, IIMs, CSIR Labs, ICMR etc.).*
- 5. Copies of Certificates/letters from the publishers*
- 6. Affidavit raised on a non-judicial stamp paper of Rs.50.00 by vendors for not having black-listed.*

Dr. Bhojaraju Gunjal
Chief Library Officer

Prof. Aalok Khandekar
Chairman-Library

PART-B
Technical Bid (For Books)
Application Form

1. Name of the Firm:

2. Address(es) of Head Office & Branches:

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Telephone No.: Fax No.:

E-mail :

Website, If any :

3. Kind of Proprietorship: Single Partnership

Name and address of Directors/ Managing Directors / Proprietor:.....

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If partnership, Name and Address of partners:

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4. Are you a member of Federation of Publishers' and Booksellers' Association of India (FPBAD)?

Yes No If so, attach a copy of the membership.

5. Are you a member of any other State / National Association of Books suppliers?

Yes No If so, attach a copy of the membership.

6. Are you a distributor/dealer/stockist/exclusive/preferred agent? Yes No

If so, please submit the authority letters issued by the publishers along with the details of Distributor/ Dealership/stockist/exclusive/ preferred agents.

7. Please attach a copy of the Income Tax Return filed for the last three consecutive years. (2020 to 2023)
8. Minimum 6 references of the Libraries of CFTI's (Centrally Funded Technical Institute) with whom you are already registered. (e.g. IITs, IISc., IISERs, NITs, IIMs, CSIR Labs, ICMR etc.).
9. The annual turnover of the firm for the last three consecutive years with documentary evidence. (certified by the Chartered Accountant)
10. Affidavit raised on a non-judicial stamp paper of Rs.50.00 by vendors for not having black-listed for minimum 3 years by any Government organizations.

DECLARATIONS

- a. 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 that we shall be bound by the acts of duly constituted attorney.
- b. I/We also hereby declare that all matters related to IIT Hyderabad shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- c. Mr._____, whose signatures are given below, is an authorized representative of this firm.
- d. I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.

Signature of Partners/Proprietors.

Date (with Firm's Seal)

Financial Bid

Data Sheet-1

The maximum discount that the vendor intended to offer shall be mentioned clearly. Vendors should go through terms and conditions thoroughly before quoting a discount.

Sl. No	Description	% of Discount Offered	
		Foreign Publications	Indian Publications
1.	Textbooks		
2.	Reference/Research publications		
3.	Reference works viz., Encyclopedias, Handbooks, Dictionaries, Directories, etc.		
4.	Government/Academies/Institutions/Society publications		
5.	Swami's Publications		
6.	General publications (meant for competitive examinations, general reading etc.)		
7.	Hindi publications		
8.	Electronic Books		
9.	CD/DVDs		

Declaration:

I/We shall abide by the terms and conditions of IIT Hyderabad as mentioned in the document. The data provided in the technical and financial bid is true.

Signature of Partners/Proprietors.
Date (with Firm's Seal)

