



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**Tender Document**

**For**

**Empanelment of Vendors/ Suppliers for supply of books  
Indian Institute of Management Sirmaur, Paonta Sahib-173025(HP)**

**Tender Notice No.: IIMS/LIBRARY/SUPPLIERS BOOKS /16/ 2017-18**

Date of Publishing of Tender of Institute website: 15.01.2018

Last date of the submission of the filled Tender document: 10.02.2018 up to 5 p.m.

(Tender document is to be submitted duly signed in ink on each page and official seal stamped)

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

**HIMACHAL PRADESH**

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## 1. BRIEF DESCRIPTION OF PROPOSAL

Indian Institute of management of Sirmaur (IIM Sirmaur) invites Technical and Financial proposals for “Empanelment of Vendors/Suppliers for supply of books to Library” from reputed registered firms having income tax, sales tax registration and who are registered book vendors/suppliers for at least three years, for supplying books to Central/State Government universities, autonomous academic institutions of higher learning in the field of Management. The empanelment will be valid for a period of one year from the issue of “offer of empanelment order” and may be extended based on the satisfaction of and at the sole discretion of the Institute.

This is a two part bid with a Technical Bid and a Financial bid forming the two parts. Technical and Financial bids should be sealed in separate envelopes and, then, both sealed envelopes should be placed in one large envelope (which is to be sealed) clearly super-scribing on the envelope “**Application for Empanelment of Vendors for Supplying Books**”.

The important dates & details of the Tender process are: -

| SI. No. | Description  | Important Information                 |
|---------|--|---------------------------------------|
| 1       | Date of Publishing of Tender on Institute website  | 15.01.2018                            |
| 2       | Date of closing of Tender                          | 10.02.2018 (5 P. M.)                  |
| 3       | Date of Opening of the Bid                         | 12.02.2018                            |
| 4       | Tender Processing Charges                          | Rs. 500.00                            |
| 5       | E. M. D.* (Earnest Money Deposit ) by Demand Draft | Rs. 10,000/- (Rs. Ten Thousand only)* |
| 6       | Period of validity of Tender                       | 120 days from the date of bid         |

\* To be strictly enclosed with Technical Bid

## 2. COVERING LETTER:

**Format of letter:** The application to be submitted mentioning on top of the envelop “**Application for Empanelment of Vendors for Supplying Books**” to Library at Indian Institute of Management Sirmaur is as given below.

To,

**The Chairman (Library)**

**Indian Institute of Management Sirmaur**

**Rampur Ghat Road, Paonta Sahib-173025**

**Sub: Tender for Empanelment of Vendors for Supplying Books to Library.**

Dear Sir,

1. This is with reference to your TENDER notice Tender Notice No.: IIMS/LIBRARY/SUPPLIERS BOOKS /16/ 2017-18 dated January 15, 2018 I have examined the TENDER document and understood its contents. I hereby submit my Tender for  
**Empanelment of Vendors for Supplying Books to Library at Indian Institute of Management Sirmaur, Rampur Ghat Road, Paonta Sahib-173025.**
2. The Bid is unconditional for the said Tender. This bid is valid for a period not less than 120 days from the date of Bid.
3. It is acknowledged that the Competent Authority of the Institute will be relying on the information provided in the tender and the documents accompanying such tender for qualification of the Tenderer for the above subject and we certify that all information provided in the Tender and in Financial Bid is true and correct; nothing has been misrepresented and omitted which renders such information misleading, and all documents accompanying the bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. We shall make available to the Competent Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Competent Authority to reject our bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
8. We have examined the Tender document and have no reservation to the Tender document.
9. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
10. In respect of any Bid or request for proposal issued by or any Agreement entered into with the competent Authority or any other public sector enterprise or any Government/, Central/State or Local.

11. It is understood that the Institute may cancel the Bidding Process at any time without incurring any liability to the Institute and that you are neither to invite the applicants to bid for the services nor to accept any bid that you may receive.
12. It is understood that the Institute can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
13. It is certified that we have not been convicted by court Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to render the Service or which relates to a grave offence that outrages the moral sense of the community.
14. It is further certified that no investigation by any regulatory agency is pending against us.
15. It is hereby affirmed that we are in compliance of/shall comply with the statutory requirements, as applicable.
  
16. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or however otherwise arising to challenge or question decision taken by the Authority in connection with the selection of the Tenderer, or in connection with the selection/ Bidding process itself, in respect of the above mentioned Service and terms and implementation thereof.
17. We agree to undertake to abide by all the terms and conditions of the TENDER document.
18. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

**Yours faithfully,**

Place: - .....

Date: - .....

(Signature, name and designation of the  
Tenderer/Authorized Signatory)

Official Seal

**3. PARTICULARS OF TENDER**

1. Tender No. : IIMS/LIBRARY/SUPPLIERS BOOKS /16/ 2017-18
2. Particulars of the work : **Empanelment of Vendors/Suppliers for supply of Books to Library** at Indian Institute of Management Sirmaur
3. Processing charges : Rs. 500/- in the form of Demand Draft from any scheduled Bank drawn in favour of IIM Sirmaur, payable at Sirmaur
4. Last date and time of submission of Tender (only by post) : 10.02.2018 (5 PM)
5. Amount of (EMD) : Rs. 10,000/- (Rs. Ten Thousand only) in the form of Demand Draft in favour of IIM Sirmaur, payable at Sirmaur, to be submitted with Technical Bid
6. Period of Validity of Tender : 120 days from the date of closing the bid
7. Date and time of opening of Tender : 12.02.2018 (3 P. M.)
8. Place of opening of Tender : Indian Institute of Management Sirmaur, Paonta Sahib
9. Name & address of firm/ Company/ individual to whom Tender document belongs to. : -----

**(Signature of Tender)**

**Official seal**

**4. GENERAL PARTICULARS OF TENDERER**

**Part – I**

1. Name of the Firm/ Vendor/Supplier/ Agency
2. Full address with Office contact and mobile numbers, website, e-mail etc.
3. Constitution of the Firm/Agency (attached copy of registration) under
  - a) India Companies Act 1956.
  - b) Indian partnership Act 1932. (Please give names of partners)
  - c) Any other Act, if not the Owners.
4. If Partnership Firm, registered under the Indian Partnership Act, 1932, please state further whether the partnership agreement/deed has conferred on the partner who has signed the tender.
  - a) If No, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tender.
  
  - b) If yes, please furnish a copy of either of partnership Agreement or the general power of attorney as the case may be. The power of attorney should be on appropriate stamp paper by all the Partners and duly attested by a Notary Public.
5. Permanent Income Tax Account No. of the Firm with circle/ward and Service Tax Registration Certificate (duly attested photocopy to be attached).
6. Any other relevant information.

**Part – II**

1. Name and address of the firm’s representative with a photo-identity Proof who would represent at the time of opening the Tenders.
2. Name of the authorized representative of the Tender to sign the correct documents on behalf of Tenderer.
3. Firm/ Agency Registration – Number and other details (Attested photocopy to be attached).
4. Certified copies of Income Tax and sales Tax Return for the financial years 14-15,15-16, & 16-17.
5. Details of previous experience of supplying the books to Govt./Autonomous Institutions preferably in the northern region. Attach Copies of at least 3 purchase orders for each financial year for the last three years.

Date: - .....

Authorized Signatory

Place: - .....

(Signature of Tenderer)

Official Seal

## 5. SUBMISSION OF TENDER

### 5.1 SEALING AND MARKING OF TENDER:

- 5.1.1 The TENDER for supply of books must be complete in all aspects and should contain requisite certificates, informative literature etc.
- 5.1.2 Tender Document can be downloaded from IIM Sirmaur website ([www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)).
- 5.1.3 This is a two part bid consisting of Technical Bid and Financial Bid. The Technical and Financial Bids should be sealed in separate envelopes and then both to be sealed together in one large envelope clearly super-scribing on the envelope, “**Application for Empanelment of Vendors for Supplying Books**” to Library at Indian Institute of Management Sirmaur, Rampur Ghat Road, Paonta Sahib. The EMD shall be enclosed with the Technical Bid.

#### The Bid shall include:

- a. Forwarding letter by the Tenderer
- b. All required documents
- c. Tender Processing charges (non-refundable)
- d. Interested free EMD (Earnest Money Deposit) in the form of Demand Draft in favour of IIM Sirmaur, payable at Sirmaur, from a Nationalized Bank to be submitted with Technical Bid.
- e. Technical Bid
- f. Financial Bid

#### 5.1.4. TENDER should be addressed to: The Chairperson (Library), Indian Institute of Management Sirmaur, Rampur Ghat Road, Paonta Sahib-173025.

**Please Note:** Tenders should be received through Post at IIM Sirmaur. IIM Sirmaur will not be responsible for any delay or misplace in postal receipt.

### 5.2 EXPENSES OF AGREEMENT:

All the expenses for the execution of the Agreement (if any) including cost of stamp or any other kind of expenditure incurred in the process of TENDER submission till final compliance shall be borne by the Tenderer.

### 5.3 DEADLINE FOR SUBMISSION OF BIDS:

TENDER must be received by the Indian Institute of Management Sirmaur at the date, time and address specified in the TENDER notice /TENDER documents.

### 5.4 LATE BIDS:

Any TENDER received after the deadline specified for submission of TENDER shall be rejected without any further correspondence to the Tenderer.



**GENERAL TERMS AND CONDITIONS: -**

1. Financial Bid will be opened only of the Tenderers who will be qualified in the Technical Bid.
2. The decision of acceptance of the bid will lie with the competent authority of IIM Sirmaur, who does not bind himself to accept the highest discounts offered and who reserves the right to himself to reject or partially accept any or all bids received, without assigning any reason.
3. IIM Sirmaur does not bind itself to not add any other vendor/supplier at its discretion to the list of vendors or to place the purchase order/s to any of the vendor.
4. The vendor/supplier should submit the bid(s) in SEALED envelope/s as specified in clause 5.1.3 indicating “**Application for Empanelment of Vendors for Supplying Books**”.
5. Empanelment shall be valid for a period of one year from the date of intimation of empanelment and may be extended based on the satisfaction of and at the sole discretion of the Institute.
6. Vendors/Suppliers should provide details of maximum discount offered for supply of different categories of books. The discount offered cannot be less than the minimum / base level discount as mentioned in the Financial Bid of the Tender Document. The Institute may, finally, contract only those bidders meeting the criteria and highest discounts offered.
7. Library will place an enquiry with the empaneled vendors for availability, price, discount and shipping time etc., for the required titles, by email. The empanelment vendor(s) has to respond through e-mail within the stipulated time, but not more than three (03) working days in any case.
8. The Library will place purchase orders with the empaneled vendors/suppliers offering the lowest price and/or the highest discount, as applicable, for latest Indian and Foreign editions. Any clarification/query regarding the purchase order should be sought in writing from the Library within three (03) days of receipt of the order (excluding Sundays and public holidays). Medium of communication will be English only.
9. In case of non-availability, Out of Print, Print on Demand titles or delay that is foreseen in supply the concerned empaneled vendor/supplier/s should communicate in writing to the Library for their consideration and grant of additional time to supply the same, at least, within five (05) days of receipt of the order (excluding Sundays and public holidays). If the provided reason for delay is justified with adequate proof e.g., communication from publisher /publisher’s distributor or stockiest, the Library authority may consider extending the supply time as may be deemed fit. The Institute at its discretion may or may not grant extra / additional time (with or without penalty) to vendor/supplier(s) for the supply depending upon the requirement or as the case may be. In case of late supply where extra time is not granted, the vendor/supplier(s) will be charged with liquidated damages mentioned under Liquidated damages clause No.01-page No. 09.
10. No vendor/supplier shall have the sole right to supply books/publications. Notwithstanding the discount rate decided, the Institute shall have the right to procure books/publications at a higher rate(s) of discount. The Institute shall have the right to procure books directly from other vendors/suppliers/distributors/publishers etc.
11. Where more than one vendor/supplier have been empaneled with same discount rate/s, orders may be alternatively placed or divided among them. IIM Sirmaur reserves the right to split the order among two or more vendors.
12. Only latest edition of titles will be accepted by the Institute. In case of foreign publications, paperback and or special Indian edition/price if available must be supplied. In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by e-mail, from the Library, regarding the supply of the available editions.

13. It will be mandatory for the empaneled vendor/suppliers to supply ordered books within stipulated time period. 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.
14. If the empaneled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within stipulated time, without sending any written communication to the library regarding delay or inability to supply the ordered title(s) within 03 days of receiving the order, then the empaneled vendor(s) will be charged with liquidated damages as **mentioned under Liquidated damages clause No. 01 on page No. 09.**
15. In case of vendor /supplier repeatedly failing to supply the order or any part of the order within time, the Institute reserves the right to cancel the order, forfeit the security deposit and place the empaneled vendor(s) in the black list after providing an opportunity to represent side. However, the decision of the competent authority of the Institute shall be final in all regards.
16. The RBI currency conversion rate applicable on issue of purchase order date should only be followed and conversion rate must be mentioned in the bills. The supplier should submit necessary supporting document/s for conversion rate.
17. All documents including publisher/distributor's invoice/copy of printed catalogue (of the order period) in case of foreign books and of those Indian books where the price is not printed on the books, shall be submitted by the vendor/supplier in support of price verification.
18. Payment of the bills will be made only after complete supply of the ordered books upon submission of pre-receipted bill in triplicate. All statutory taxes will be deducted from the payments, as per rules.
19. At any stage during the finalization of Tender process the competent authority of the Institute is free to use any evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful vendor/supplier and we agree to abide by it.
20. Canvassing directly or indirectly in connection with the bid is strictly prohibited and the bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
21. The bid for the supply shall remain open for acceptance up to the last date and time mentioned above. If any bidder withdraws his Tender before the said period or its finalization (whichever is earlier) or makes any modifications in terms and conditions of the Tender which are not acceptable to the Institute, then the Institute without prejudice to any other right or remedy is at liberty, to forfeit EMD.
22. This Tender document will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
23. The Tender document duly signed and sealed on all pages in blue/black ink shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
24. For the empaneled vendors/suppliers the EMD will be converted as Security Deposit and will be deposited with the Institute for the period of empanelment. No interest will be paid on the EMD or security deposit.
25. The security deposit will be returned after adjusting for any dues or recoveries when the empanelment is discontinued.

**Liquidated damages clause**

1. It will be mandatory for the empaneled vendor/supplier to supply ordered Books within stipulated time period. The Institute may or may not grant extra/additional time to vendor supplier(s) for the supply depending upon its requirement/s (i) In case of vendor/supplier failing to supply the order or any part of the order within stipulated time, the ordered books can be purchased from the market and the vendor/supplier(s) will have to bear difference of price of the books /s and account of the purchase from open market, and same would be deducted from the pending bill(s) and/or security deposit. (ii) Grant of extra/additional time to vendor/supplier(s) for supply is at Institute's discretion and may be provided with the following conditions: (a) With penalty. In case of late supply of the ordered books/s (where extra time is provided with penalty) the empaneled vendor/supplier(s) will be charged with liquidated damages at the rate of **10%** of the value of the order not fulfilled.
2. The vendor/supplier shall be responsible for the faithful compliance of the provisions of the empanelment. Any breach or failure to perform the same may result in termination of the empanelment and/or forfeiture of the security deposit as well as other legal recourse.
3. The Institute reserves the right to approve or reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the Institute shall be final and binding on the vendor/supplier in respect of any clause covered under the empanelment.

**(Signature of Tenderer)**

**Official Seal**

## **6. TENDER OPENING**

### **6.1 OPENING OF TENDER:**

The procedure for opening of the TENDER shall be as under:

Financial Bid (Tenderers) of the Tenderer who technically qualify shall be opened in the Presence of designated Authority and Tenderers who wish to be present there. The date of Financial bid opening will be informed to the shortlisted bidders subsequently.

### **6.2 CLARIFICATION OF TENDER:**

- 6.2.1 To assist in the examination, evaluation and comparison of TENDER, Indian Institute of Management Sirmaur may at its discretion ask the Tenderer for a clarification on the TENDER which is submitted by him. The request for clarification and the response shall be in writing. The Institute may use the communication media of e-mail, fax or post and may stipulate deadlines for the response.

### **6.3 EVALUATION OF TENDER:**

- 6.3.1 Institute will be at liberty to involve any expert or consultant and use appropriate metrics and Weightage in evaluating the bid for completing the entire bid process.

**(Signature of Tenderer)**

**Official Seal**

## **7. AWARD OF CONTRACT**

**Eligible Tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted and security deposit will be forfeited, in addition to recourse to other penal measures. No grievance will be entertained on this.**

**7.1** Indian Institute of Management Sirmaur reserves the right to negotiate on rates/discounts in the interest of the Institute, at any stage of Tender process.

**7.2** Indian Institute of Management Sirmaur reserves the right to accept any bid and to reject any or all bids or accept any TENDER in total or in parts or to split the work among various tenderers without assigning any reason thereof.

### **7.3 NOTIFICATION OF AWARD**

Prior to the expiration of the period of TENDER validity, the Institute will inform the TENDERER by registered letter or by phone or fax or by e-mail that the bid has been Accepted for empanelment.

**(Signature of Tenderer)**

**Official Seal**

**TECHNICAL BID****Empanelment of Vendors/Suppliers for Supply of Books to Library at Indian Institute of Management Sirmaur, Rampur Ghat road, Paonta Sahib**

|    |   |  |
|----|---|--|
| 1  | Name of Tenderer  |  |
| 2  | Complete and other details of Proprietor/Partners   |  |
| 3  | Complete Official Address of the Tenderer including, Telephone No./s, Fax No./s, e-mail ID and other details  |  |
| 4  | Registration Details (Attested photocopy to be attached)  |  |
| 5  | Membership: GOC/FPBAI or any other (Documentary proof to be enclosed).  |  |
| 6  | Power of Attorney (To be enclosed with Technical Bid)   |  |
| 7  | PAN No. and TIN No. details (Attested photocopy to be attached)   |  |
| 8  | Sales Tax No. details (Copy of the Certificate to be enclosed)  |  |
| 9  | List of similar contracts executed during last 03 financial years i, e. 2014-15 to 16-17 (Attach copies of at least 03 purchase orders for each financial year from Govt./Autonomous institution) |  |
| 10 | Details of contract of similar work executed in F. Y. 2016-17   |  |
| 11 | Any other information Tenderer wants to provide in support of their experience  |  |

**Note: Please attach extra sheet in support of your information, if required**

Signature -----

Name of Tenderer -----

Official Seal

## FINANCIAL BID:



(To be submitted in separate sealed cover)

## Details of Minimum (Base Level) Discount &amp; Maximum Discount offered by Tenderer

| Publisher/<br>Books |                                  | Paperback Minimum/ Maximum Discount (% age)       |   |   |   | Hard Cover Minimum/ Maximum Discount (% age)         |  |  |   |
|---------------------|----------------------------------|---|---|---|---|--|--|--|---|
|                     |                                  | Single Copy:<br>Minimum<br>base level<br>discount | Single Copy:<br>Maximum<br>discount<br>offered<br>by Tenderer | Multiple<br>Copies: ( <i>More<br/>than 02<br/>copies</i> )<br>Minimum<br>base level<br>discount | Multiple Copies<br>Maximum<br>discount<br>offered<br>by Tenderer                  | Single<br>copy:<br>Minimum<br>base level<br>discount | Single<br>copy:<br>Maximum<br>discount<br>offered by<br>Tenderer | Multiple copies<br>More than 02<br>copies) Minimum<br>base level<br>discount | Multiple copies: Maximum<br>discount offered by<br>Tenderer                               |
| 1                   | Indian Edition<br><br>Text Books | 20%   |   | Publisher wise<br><br>(Minimum<br>25%)  | Publisher wise:<br><br>Maximum<br>(Please attach<br>separate per<br>Annexure 'A') | 20%  |  | Publisher wise<br><br>(Minimum<br>25%)                                       | Publisher wise:<br><br>Maximum (Please<br>attached separate sheet<br>as per Annexure 'A') |

|   |                                 |     |  |                                 |   |     |  |                                 |  |
|---|---------------------------------|-----|--|---------------------------------|---|-----|--|---------------------------------|--|
| 2 | Indian Edition Reference Books  | 20% |  | Publisher wise<br>(Minimum 25%) |   | 20% |  | Publisher wise<br>(Minimum 25%) |  |
| 3 | Indian Edition General Books    | 20% |  | Publisher wise<br>(Minimum 25%) |   | 20% |  | Publisher wise<br>(Minimum 25%) |  |
| 4 | Foreign Edition Text Books      | 25% |  | Publisher wise<br>(Minimum 25%) | Publisher wise:<br>Maximum<br>(Please attach separate per Annexure 'A') | 25% |  | Publisher wise<br>(Minimum 25%) |  |
| 5 | Foreign Edition Reference Books | 25% |  | 25%                             |   | 25% |  | 25%                             |  |
| 6 | Foreign Edition General Books   | 25% |  | 25%                             |   | 25% |  | 25%                             |  |



|                              |                  |                     |  |   |   |   |  |   |  |
|------------------------------|------------------|---------------------|--|---|---|---|--|---|--|
| 7                            | Multivolume Sets | 25%                 |  |   |   | 25%   |  |   |  |
| <b>(B) Indian Publishers</b> |                  | <b>Single Copy:</b> | <b>Single Copy: Maximum discount offered by Tenderer</b> | <b>Multiple Copies: (More than 02 copies) Minimum base level discount</b> | <b>Multiple Copies: Maximum Discount offered by Tenderer</b>                | <b>Single Copy: Minimum base level discount</b> | <b>Single Copy: Maximum discount offered by Tenderer</b> | <b>Multiple Copies: (More than 02 copies) Minimum base level discount</b> | <b>Multiple Copies: Maximum discount offered by Tenderer</b>               |
| 1                            | Text Books       | 20%                 |  | Publisher wise (Minimum 25%)  | Publisher wise: Maximum (Please attaché separate sheet as per Annexure 'A') | 20%   |  | Publisher wise (Minimum 25%)  | Publisher wise: Maximum (Please attach separate sheet as per Annexure 'A') |
| 2                            | General Books    | 20%                 |  | Publisher wise (Minimum 25%)  |   | 20%   |  | Publisher wise (Minimum 25%)  |  |
| 3                            | Reference Books  | 20%                 |  | Publisher wise (Minimum   |   | 20%   |  | Publisher wise (Minimum   |  |

|   |                  |     |  |      |  |     |  |      |  |
|---|------------------|-----|--|------|--|-----|--|------|--|
|   |                  |     |  | 25%) |  |     |  | 25%) |  |
| 4 | Multivolume Sets | 25% |  |      |  | 25% |  |      |  |

**Note:** Discount offered by the Tenderer less than the base level discount mentioned in the Financial bid above on any publication/s, must be submitted with a written justification along with supporting documents.

Signature -----

Name of Tenderer -----

(Official Seal)

**Pledge of Compliance**

(To be given by the legal owner of the agency)

Name: -----

Date: -----

Designation: -----

**DECLARATION**

I, .....Name, .....  
Designation.....  
..... acting on behalf of  
.....  
.....

..... (agency name & address), which is an applicant for the empanelment of Vendors/Suppliers for supply of Books to Library at Indian Institute of Management Sirmaur, Near Dental College, Rampur Ghat Road, Paonta Sahib, Sirmaur-173025, hereby undertake that I/ we shall abide by the terms and conditions of the empanelment during the entire period of empanelment, the full responsibilities of any loss incurred by IIM Sirmaur because of my/our negligence including financial, time and reputation as assessed by IIM Sirmaur, shall lie with my agency and my agency will fully compensate IIM Sirmaur for all such losses without resort to any legal process.

Signature.....

Name.....

Address: .....

.....  
.....  
....

Official Seal

**Annexure A****PUBLISHER WISE DISCOUNT**

Base level discount for Indian Edition: Multiple copies and foreign edition: single/multiple copies of the books from the publishers not covered in the list mentioned below will be 25%. Discount offered by the Tenderer/s less than 25% on any publication/s must be submitted with a written justification along with supporting documents.

| Sr. No. | Publisher                  | Discount offered |
|---------|----------------------------|------------------|
| 1       | Academic Press             |                  |
| 2       | Allied Publisher           |                  |
| 3       | Ane Books                  |                  |
| 4       | Basic Books                |                  |
| 5       | Cambridge University Press |                  |
| 6       | Cengage India              |                  |
| 7       | Dreamtech Press            |                  |
| 8       | Elsevier India             |                  |
| 9       | Excel Books                |                  |
| 10      | Galgotia Publishing        |                  |
| 11      | Harper Collins India       |                  |
| 12      | HBR Press                  |                  |
| 13      | Himalaya Publishing        |                  |
| 14      | I K International          |                  |
| 15      | Jaico Publishing           |                  |
| 16      | Kogan Page India           |                  |
| 17      | MacMillan India            |                  |
| 18      | McGraw Hill                |                  |
| 19      | Morgan Kaufman             |                  |
| 20      | New Age International      |                  |
| 21      | Orient Black Swan          |                  |
| 22      | Oxford University Press    |                  |
| 23      | Palgrave                   |                  |

|    |                     |  |
|----|---------------------|--|
| 24 | Pearson India       |  |
| 25 | Penguin             |  |
| 26 | PHI                 |  |
| 27 | Random House        |  |
| 28 | Response            |  |
| 29 | Routledge           |  |
| 30 | S. Chand & Co.      |  |
| 31 | Sage India          |  |
| 32 | Springer (India)    |  |
| 33 | Sultan Chand        |  |
| 34 | Tata McGraw Hill    |  |
| 35 | Taxmnn              |  |
| 36 | Taylor & Francis    |  |
| 37 | Techmedia           |  |
| 38 | Vikas               |  |
| 39 | Viva Publication    |  |
| 40 | Wiley India         |  |
| 41 | Wisdom              |  |
| 42 | Wolter Kluwer       |  |
| 43 | Guiford Publication |  |
| 44 | Psychological Press |  |

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