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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

**Notice Inviting Tender No.: IIMS/Library/PUR/Book Vendor/06/2022-23,
Dated 05.05.2022**

**Tender for Empanelment of Vendor for Supply of Books to IIM Sirmaur,
Paonta Sahib, Himachal Pradesh**

**Stores and Purchase Officer,
Indian Institute of Management Sirmaur,
Rampurghat Road, Paonta Sahib, H.P-173025
Email: purchaseoffice@iimsirmaur.ac.in
Website: www.iimsirmaur.ac.in**



Signature of Bidder:.....
Date:.....

No. IIMS/Library/PUR/Book Vendor/06/2022-23, Dated 05.05.2022
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025
**TENDER FOR EMPANELMENT OF VENDOR FOR SUPPLY OF BOOKS TO IIM
SIRMAUR**

“NOTICE INVITING TENDER”

The Indian Institute of Management Sirmaur (HP) is an Institute of national importance under the aegis of the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute invites tender under Two Bid system from experienced and financially sound firms towards 'Empanelment of Vendor for Supply of Books at IIM Sirmaur for a period of three (03) years from the date of start of empanelment, initially for one year (1) may be extendable on year-to-year basis subject to the satisfactory performance.

Tender Schedule

Tender Document	All prospective bidders may download tender document free of cost from IIM Sirmaur official website www.iimsirmaur.ac.in
EMD	₹20,000/- (Rupees Twenty Thousand Only) in the form of demand draft/irrevocable Bank Guarantee from any scheduled commercial bank in favour of Indian Institute of Management Sirmaur payable at Sirmaur. The copy of the DD/BG should be submitted along with bid document. Exempted for MSME/NSIC or as per Govt. of India norms.
Bid validity	The validity of the tender shall be 180 days from the last date of submission of the Bid.
Last Date of submission / Receipt of bid documents	Can be submitted by 25.05.2022 by 11:00 am
Opening of Tender	<u>Part I: Technical Bid</u> Technical Bids will be opened on 25.05.2022 at 03:00 pm in the presence of Authorized representatives of the bidder who choose to attend. <u>Part-II: Financial Bid</u> Financial Bids will be opened on the date of opening of Technical Bid in the presence of authorized representatives of the bidder who choose to attend the same.
Contact Person (for any clarification during the tendering process)	Librarian / Purchase Officer Indian Institute of Management Sirmaur Email: librarian@iimsirmaur.ac.in , purchaseoffice@iimsirmaur.ac.in

Raj

Signature of Bidder:.....

Date:.....

General Terms and Conditions

1. Indian Institute of Management, Sirmaur invites open tender under Two Bid System (Technical and Financial Bid) for '**Empanelment of Vendor for Supply of Books at IIM Sirmaur**' for a period of three (03) years from the date of start of empanelment and the Institute reserves the right to curtail or to extend the validity of empanelment on the same discount rates and terms & conditions for such period as may be mutually agreed and subject to satisfactory performance of the service provider.
2. Tender Document can be downloaded from the Institute website www.iimsirmaur.ac.in or any issue of corrigendum related to this tender will also be available on the said website.
3. The bidder may note that, after award of empanelment, in case of failing to adhere in the stipulated terms, conditions and procedures, it will render termination of empanelment and /or imposing moratorium and/or blacklisting of the firm, and/or forfeiture of security deposit, as decided by the Competent Authority of IIM Sirmaur.
4. 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 Vendor for Supplying Books for IIM Sirmaur**".
5. IIM Sirmaur reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard. Any addendum / corrigendum in respect of this tender shall be issued on website. No separate notification shall be issued in the newspaper, bidder are therefore requested to visit the website of the Institute regularly to keep themselves updated.

6. Eligibility Criteria

Proof/ supporting documents to be enclosed with the tender document in support of following eligibility criteria:

- i. The firm must have at least ten years of experience in book trade.
- ii. The firm must have supplied books during last three years from the last date of submission of the proposal to any Institute of National Importance like IIMs, IITs, NITs etc. Letter of empanelment from at least two institutions mentioned above during last five year has to be enclosed in support of this.
- iii. The firm must be a member of the Federation of Publisher & Bookseller Association of India (FPBAI). Membership certificate issued by FPBAI should be enclosed.
- iv. The firm must possess IEC Registration.
- v. The firm should not be blacklisted by any IIMs, IITs, NITS, IISC, IIIT, IISER, NISER, State/ Central Universities and Government Institutions last five years from the last date or submission of the proposal. A self-declaration towards non-blacklisting as per **Annexure-III on non-judicial stamp paper** should be enclosed.

Signature of Bidder:.....

Date:.....



- vi. The firm must be an authorized distributor / dealer/ supplier of the publisher, recent authorization certificates from reputed publisher have to be enclosed.
- vii. The firm should have average annual turnover of ₹ 50 lakh at least in last three Financial years FY 2018-19, FY 2019-20 and FY 2020-21. Copy of Audited Profit & Loss Accounts and Balance Sheets duly certified by a Chartered Accountant should be enclosed in support of this alongwith ITR of above financial years.

7. Mandatory documents to be enclosed in support of above Eligibility criteria

- i A copy of all documents in support of above eligibility criteria from (i) to (vii) of above Para alongwith the technical bid in the enclosed format as per **Annexure-I**.
- ii DD as the proof of remittance of EMD. Bidder who are exempted from such payment under Govt. Rules/ Regulations as amended from time to time and claims such exemption are required to submit relevant and valid supporting documents.
- iii Bid Forwarding Letter as per **Annexure-II**.
- iv Power of Attorney/ Authorization Letter, if Bid is submitted by authorized representative of the firm (on the letterhead of the bidder).
- v Duly signed and stamped copy of Bid documents alongwith its addendum/ corrigendum, if any.
- vi All other documents, as required in terms of the tender, to claim eligibility.

NOTE: Bidder must affix its seal and sign on all pages of above supporting documents. Hard copy of DD/BG of EMD/ valid certificate towards exemption from EMD should be sent through Speed post/ Courier by the end date & time of bid submission, i.e. up to 25.05.2022 by 11: 00 am Bid received after last date of the tender submission will not be considered and summarily rejected.

8. Financial Bid: The discounts should be quoted in the format, as per **Annexure - IV**. The Bidder shall not tamper/modify Financial Bid format in any manner. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited.

9. Delivery charges: It is mandatory to quote the delivery charges as per format given in the Financial Bid.

10. Earnest Money Deposit

- (i) EMD of ₹20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft from any Nationalized bank in favour of Indian Institute of Management Sirmaur payable at Sirmaur should be enclosed with the proposal.
- (ii) Any proposal not accompanied by EMD shall summarily be rejected.
- (iii) The EMD shall be forfeited, if a firm withdraws its proposal during the period of validity of the proposal.



Signature of Bidder:.....

Date:.....

- (iv) The EMD of non-empanelled firms shall be returned at the earliest after expiry of the validity of the proposal or within 30 days after completion of empanelment process, whichever is earlier.

11. Validity of the proposal

The proposal shall remain valid for a period of 180 days from the last date of submission of proposal,

12. Award of offer

- i. Rate of discount must be 10% or above 10% in each category of Publication and shall be considered by the bidders while quoting rates in the price bid. No category of Publication must be left without offering the minimum rate of discount of 10% or above 10%.
- ii. Based on maximum offered discount vendor/s will be empanelled for one year. However, the offer of empanelment shall also be issued to all technically qualified Bidders.
- iii. First preference will be given to the vendor who will offer actual highest discount for particular publication.
- iv. The Institute will formulate its own criteria for issuing the Purchase Order to other than highest discounted vendor.
- v. The Vendor/s should accept the offer within 10 days from the date receipt of offer letter for empanelment, failing which the offer will be cancelled automatically.
- vi. Initially empanelment period will be one year from the date of empanelment.
- vii. After the end of one-year empanelment period, Institute reserves the right to extend the validity of empanelment on the same discount rates and terms & conditions for such a period as may be mutually agreed and subject to satisfactory performance of the vendor.
- viii. It is mandatory to quote delivery/courier charges as per format given in the Financial Bid at Annexure-IV, failing which Bid will summarily be rejected.

13. Performance Security

- (i) The EMD of vendor/s shall be automatically converted to Performance Security.
- (ii) In case of non-supply of any title of three consecutive Purchase Orders, the Performance Security shall be forfeited and the vendor shall be blacklisted for two years in addition to the termination of the empanelment.
- (iii) Performance security shall be returned to the empaneled vendor/s without any interest, whatsoever, after completion of three years or after the end of extended empanelment period.

14. Delivery of Order

- (i) The vendor should acknowledge the receipt of Purchase Order preferably by email, which is taken as an acceptance of the Purchase Order.
- (ii) Any clarification/query regarding the Purchase Order should be sought from the Librarian within five (05) days of receipt of the order.



Signature of Bidder:.....

Date:.....

- (iii) Vendor should send the supply position/ status of the books within seven (07) days from the date of the Purchase Order; else the order should be treated as cancelled and transfer to another vendor.
- (iv) The books should be sent to, "The Librarian, Indian Institute of Management Sirmaur Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, Pin Code -173025 (Himachal Pradesh)" or to the address provided by the Librarian through the Speed Post Parcel/ Registered Parcel/ Courier Services/ Person or any other mode at free of freight charges. The Institute will not be liable for any loss, damage in transit.
- (v) The vendor has to strictly execute all the supplies within the stipulated time (60 days in case of foreign publications and 30 days in case of Indian publications from the date of issue of Purchase Order). However, it may please be noted that the vendor will have to deliver the books against order at the earliest.
- (vi) In case of delay in delivery of books due to Out of Print (OUP) or Print on Demand (POD), the vendor has to inform and seek permission from the Institute for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title/s.

15. Invoice

- (i) Hard copy of Invoice is to be submitted in triplicate in the name of Indian Institute of Management Sirmaur.
- (ii) The invoice should contain the Purchase Order Number and Date. The items in the invoice should be as per the given Purchase Order.

16. Price proof

- (i) The vendor shall have to furnish the price proof of the books, in case of any price manipulation when detected at any stage, the vendor shall be responsible for the same and the excess amount charged shall be refunded to the Institute.
- (ii) In support of price proof the vendor should provide the copy of the procurement invoice from publisher/distributor/copy of publisher's price list etc.
- (iii) Every price proof and currency conversion proof should be signed and stamped by the vendor.

17. Currency Exchange Rate

- (i) In the case of foreign publications, the original price in the foreign currency shall be mentioned in the invoice alongwith the Indian price charged in accordance with the approved rate of exchange.
- (ii) Financial Benchmark India Private Ltd, (FBIL) Reference Rate/ Currency Conversion Rate or any Nationalized bank Currency Conversion Rate as applicable on the date of the invoice should only be followed, and it should also be clearly indicated on the invoice.

18. Payment:

Payment will be made within 30 days from the receipt of the consignment / books in good condition and after submission of invoice.

19. Penalty clause



Signature of Bidder:.....
Date:.....

In case of delay delivery of text books beyond 10 days, a penalty of 1% per week will be levied on the value of books supplied belatedly up to maximum 1% the order value.

20. Dispute resolution

In the event of any dispute or differences arising under this agreement, the decision of the Director, Indian Institute of Management Sirmaur shall be final and binding on both the parties.

20. Applicable Law

The Court of Jurisdiction shall be Paonta Sahib for all purposes.

R. Singh

Signature of Bidder:.....

Date:.....

TECHNICAL BID

Date of Submission of Bid:		
Tender for : Empanelment of Vendor for Supply of Books to IIM Sirmaur Tender No.: IIMS/Library/PUR/Book Vendor/06/2022-23, Dated 05.05.2022		
Name of the Firm: Correspondence Address: Tel/ Mob No: Email Id:		
Copies of all supporting documents duly signed and stamped by the bidder in support of below particular must be enclosed		
Sr. No.	Particular	Details
1	Particular of EMD of ₹20,000/- (Rupees Twenty Thousand only)	
2	If exempted from deposit of EMD, submit valid documents in support of this	
3	The firm must have supplied books during last three years from the last date of submission of the proposal to any Institute of National Importance like IIMs, IITs, NITs etc. Letter of empanelment from at least two Institutions mentioned above during last three years has to be enclosed support of this	
4	The firm must be a member of the Federation of Publisher & Bookseller Association of India (FPBAI), Membership certificate issued by FPBAI should be enclosed. The firm must have 10 years' experience in book trade.	
5	The firm should not be blacklisted by any IIMs, IITs, NITs, IISc, IIIT, IISER, NISER, State/ Central University and Government Institutions in last five year from the last date of submission Of the proposal. Self-declaration towards Non Black listing as per format in Annexure-III should be enclosed	
6	The firm must be an authorized distributor/ dealer/ supplier of the publisher Recent authorization certificates from reputed publisher have to' be enclosed.	
7	The firm should have average annual turnover of ₹ 50 lakh in last three financial year 1017-18, 2018- 19, and 2019-20. Copy Audited Profit Loss Accounts and Balance Sheets duly certified by a Chartered Accountant should be enclosed in support of this along with ITR of above financial year	
8	Copy of PAN / GST No. should be enclosed.	
9	Bid Forwarding Letter as per format in Annexure - II	
10	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder)	
11	Duly signed and stamped bid documents alongwith its addendum/ corrigendum, if any	

DECLARATION

I/We..... (Name of the Partner/s or Authorized Representative Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge- I/We hereby agree to abide by all term and conditions laid down in tender document.

Place:

Date:



Signature

Signature of Bidder:.....

Date:.....

BID FORWARDING LETTER

(On the Letterhead of the Bidder)

Date:

To

**The Purchase Officer
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib
Distt.- Sirmaur Pin Code- 173 025 (Himachal Pradesh)**

Subject: Tender for "Empanelment of Vendor for Supply of Books to IIM Sirmaur", Tender No. IIMS/Library/PUR/Book Vendor/06/2022-23, Dated: 05.05.2022

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and Undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of ₹ 20,000/- (Rupees Twenty Thousand only) in the form of Draft/ Bank Guarantee in favor of Indian Institute of Management Sirmaur and/ or certificate towards exemption of EMD, as applicable, are enclosed herewith.

I/ We also keep the offer open for 180 (One Hundred Eighty) days from the date opening of financial bids.

Yours faithfully,

(Name & signature with stamp of the bidder)



Signature of Bidder:.....

Date:.....

SELF-DECLARATION ABOUT NON BLACK- LISTING
(On non-judicial stamp paper)

Date:

To,
The Purchase Officer
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib
Distt. Sirmaur, Pin Code- 173 025 (Himachal Pradesh).

**Sub: Tender for “Empanelment of Vendor for Supply of Books for IIM Sirmaur”,
Tender No. IIMS/Library/Book Vendor/06/2022-23, Dated: 05.05.2022.**

Sir,

In response to EOI under reference, I/We hereby declare that our firm is not blacklisted/ debarred and not declared ineligible for reason by any National level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISER, NISER, State/Central Universities and Government Institutions in fast five year from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken. My / our performance security may be forfeited in full and the empanelment offer if any to the extent accepted may be cancelled.

Your faithfully,

(Name & Signature with stamp of the vendor)



Signature of Bidder:.....

Date:.....

FINANCIAL BID

(On the Letterhead of the Bidder)

Date of Submission of Financial Bid:			
Tender for Empanelment of Vender for Supply of Books to IIM Sirmaur Tender No: No. IIMS/Library/PUR/Book Vendor/06/2022-23, Dated: 05.05.2022			
Name of the Firm:			
Correspondence Address:			
Tel/Mob No:			
Email Id :			
Sr. No.	Publications	Percentage of Discount offered (In figures)	Percentage of Discount offered (In words)
1.	Foreign Publications (Single copy)		
2.	Foreign Publications (Multiple copies)		
3.	Indian Publications in English language (Single copy)		
4.	Indian Publications in English language (Multiple copies)		
5.	Books published in Hindi (Single copy)		
6.	Books published in Hindi (Multiple copies)		
7.	Government/society publications (Single copy)		
8.	Government/society publications (Multiple copies)		
Note:			
(1). Rate of discount must be 10% or above 10% in each category of Publication and shall be considered by the bidders while quoting rates in the price bid. No category of books must be left without offering the minimum rate of discount of 10% or above 10%.			
(2). Based on maximum offered discount vendor/s will be empanelled for one year. However, the offer of empanelment will also be issued to all technically qualified Bidders.			
(3). The Institute will formulate its own criteria for issuing the Purchase Order to other than highest discounted vendor.			
(4). The discount percentage shall remain unchanged during the entire period of empanelment/ Contract.			
(5). Conditional bids shall summarily be rejected.			
(6). The Financial Bid should be expressed both in figures and words. If any discrepancy is found between figure and words in the Financial Bid, the value in words shall prevail.			
(7). Different vendors may be empanelled as per maximum discount offered for particular publication.			
(8). Book(s) are to be delivered to the Institute free of cost. However, in case of COVID -19 like situations book(s) are to be delivered door to door to each students and faculty, address will be provided by the Institute. Per book door to door delivery charges should be indicated hereunder:			
Sr. No.	Category / Slab	Rate for Delivery in Delhi/NCR	Rate for all India out-station delivery
1	Rate for upto 50 grams.		
2	Rate for 51 grams & upto 100 grams.		
3	Rate for 101 grams & upto 300 grams.		
4	Rate for 301 grams & upto 500 grams.		
5	Rate for 501 grams & upto 1 kilogram.		
6	Rate per Kg for Bulk cargo exceeding one kilogram.		



Signature of Bidder:.....

Date:.....

Note:

1. Delivery charges are including packing and insurance etc. for every item, no extra payment will be made.
2. It is mandatory to quote delivery/courier charges as per above format, failing which Bid will summarily be rejected.

I/We..... (Name of the Partner/s or Authorized Representative Bidder) of..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge- I/We hereby agree to abide by all term and conditions laid down in tender document.

Place:

Date:

Signature with Seal



Signature of Bidder:.....
Date:.....