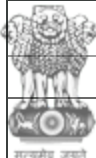



| Government eProcurement System | | eProcurement System Government of India | | |
|---|--|--|----------------------|--|
| Tender Details | | | | |
|  | | Date : 09-Nov-2023 12:00 PM | | |
|  Print | | | | |
| Basic Details | | | | |
| Organisation Chain | Indian Institute of Management Sirmaur | | | |
| Tender Reference Number | IIMS/PUR/Library Books/14/2023-24 | | | |
| Tender ID | 2023_IIMS_780268_1 | Withdrawal Allowed | Yes | |
| Tender Type | Open Tender | Form of contract | Empanelment | |
| Tender Category | Services | No. of Covers | 2 | |
| General Technical Evaluation Allowed | No | ItemWise Technical Evaluation Allowed | No | |
| Payment Mode | Offline | Is Multi Currency Allowed For BOQ | No | |
| Is Multi Currency Allowed For Fee | No | Allow Two Stage Bidding | No | |
| Payment Instruments | | Cover Details, No. Of Covers - 2 | | |
| Offline | S.No | Instrument Type | Cover No | |
| | 1 | Demand Draft | | |
| | | | Cover | |
| | | | Document Type | |
| | | | Description | |
| | 1 | Fee/PreQual/Technical | .pdf | EMD, Valid certificate of exemption from EMD, Certificates of Experience and Work Orders |
| | | | .pdf | Federation of Publisher and Bookseller Association of India FPBAI Membership certificate |
| | | | .pdf | Certificate of Non Black listing, valid certificate copy of IEC Registration |
| | | | .pdf | Authorization certificates from reputed publishers, average annual turnover in last 3 financial year |
| | | | .pdf | Copy of GST and PAN registration, Bid forwarding letter, Power of Attorney |

| | | | |
|---|---------|------|---|
| | | | Authorization Letter, |
| | | .pdf | Duly signed and stamped tender documents and other if any |
| 2 | Finance | .xls | Financial Bid |

Tender Fee Details, [Total Fee in ₹ * - 0.00]

| | | | |
|-------------------------------------|------|-----------------------|-----|
| Tender Fee in ₹ | 0.00 | | |
| Fee Payable To | Nil | Fee Payable At | Nil |
| Tender Fee Exemption Allowed | No | | |

EMD Fee Details

| | | | |
|------------------------|--------------------------|---|---|
| EMD Amount in ₹ | 20,000 | EMD through BG/ST or EMD Exemption Allowed | Yes |
| EMD Fee Type | fixed | EMD Percentage | NA |
| EMD Payable To | The Director IIM Sirmaur | EMD Payable At | Paonta Sahib District Sirmaur HP 173025 |

[Click to view modification history](#)

Work /Item(s)

| | | | | | |
|---|---|----------------------------------|------------------------|------------------------------|------------------------------------|
| Title | Notice Inviting Tender for Empanelment of Library Books Suppliers for IIM Sirmaur | | | | |
| Work Description | Notice Inviting Tender for Empanelment of Library Books Suppliers for IIM Sirmaur | | | | |
| Pre Qualification Details | As per tender document | | | | |
| Independent External Monitor/Remarks | Central Purchase Committee members | | | | |
| Show Tender Value in Public Domain | Yes | | | | |
| Tender Value in ₹ | 0.00 | Product Category | Miscellaneous Services | Sub category | Library Book Suppliers empanelment |
| Contract Type | Empanelment | Bid Validity(Days) | 180 | Period Of Work (Days) | 365 |
| Location | IIM Sirmaur Paonta Sahib HP 173025 | Pincode | 173025 | Pre Bid Meeting Place | NA |
| Pre Bid Meeting Address | NA | Pre Bid Meeting Date | NA | Bid Opening Place | IIM Sirmaur Paonta Sahib HP 173025 |
| Should Allow NDA Tender | No | Allow Preferential Bidder | No | | |

Critical Dates

| | | | |
|--|----------------------|--|----------------------|
| Publish Date | 09-Nov-2023 01:00 PM | Bid Opening Date | 30-Nov-2023 04:00 PM |
| Document Download / Sale Start Date | 09-Nov-2023 01:00 PM | Document Download / Sale End Date | 29-Nov-2023 03:00 PM |
| Clarification Start Date | 09-Nov-2023 01:00 PM | Clarification End Date | 29-Nov-2023 02:00 PM |
| Bid Submission Start Date | 09-Nov-2023 01:00 PM | Bid Submission End Date | 29-Nov-2023 03:00 PM |

Tender Documents

| NIT Document | S.No | Document Name | Description | Document Size (in KB) |
|--------------|------|--------------------|---|-----------------------|
| | 1 | Tendernotice_1.pdf | Notice Inviting Tender for Empanelment of Library Books Suppliers for IIM Sirmaur | 735.93 |

| Work Item Documents | S.No | Document Type | Document Name | Description | Document Size (in KB) |
|---------------------|------|------------------|-------------------|---|-----------------------|
| | 1 | Tender Documents | NIT.pdf | Notice Inviting Tender for Empanelment of Library Books Suppliers for IIM Sirmaur | 719.54 |
| 2 | BOQ | BOQ_820203.xls | Financial Bid BoQ | 268.50 | |

Bid Openers List

| S.No | Bid Opener Login Id | Bid Opener Name | Certificate Name |
|------|-------------------------------|-----------------|------------------|
| 1. | akdas@iimsirmaur.ac.in | Amiya Das | AMIYA KUMAR DAS |
| 2. | gurmeet.kaur@iimsirmaur.ac.in | Gurmeet Kaur | Gurmeet Kaur |
| 3. | ao_personnel@iimsirmaur.ac.in | HUKAM CHAND | Hukam Chand |

GeMARPTS Details

| | |
|----------------------------|---------------|
| GeMARPTS ID | C19HNBOQFGCR |
| Description | Library Books |
| Report Initiated On | 09-Nov-2023 |
| Valid Until | 09-Dec-2023 |

Tender Properties

| | | | |
|---|-----------------------|------------------------------------|-----|
| Auto Tendering Process allowed | No | Show Technical bid status | Yes |
| Show Finance bid status | Yes | Show Bids Details | No |
| BoQ Comparative Chart model | Normal | BoQ Compative chart decimal places | 2 |
| BoQ Comparative Chart Rank Type | H | Form Based BoQ | No |
| Show Bid Details in Public Domain stage | Technical Bid Opening | | |

TIA Undertaking

| S.No | Undertaking to Order | Tender complying with Order | Reason for non compliance of Order |
|------|------------------------------------|-----------------------------|------------------------------------|
| 1 | PPP-MII Order 2017 | Agree | |
| 2 | MSEs Order 2012 | Agree | |

Tender Inviting Authority

| | |
|----------------|--|
| Name | Senior Consultant (Administration) |
| Address | IIM Sirmaur Rampur Ghat Paonta Sahib HP 173025 |

Tender Creator Details

| | |
|---------------------|------------------------|
| Created By | HUKAM CHAND |
| Designation | Administrative Officer |
| Created Date | 09-Nov-2023 11:43 AM |



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

Tender No. IIMS/PUR/Library Books/14/2023-24 Dated 09.11.2023

**Notice Inviting Tender for Empanelment of Library Books Suppliers
for IIM Sirmaur**

Online tendering through CPPP (<https://eprocure.gov.in/eprocure/app>)

Purchase Office
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in

Signature of Bidder:

Date:



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Institute of National Importance, Ministry of Education, Government of India)

Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P. -173025

NOTICE INVITING TENDER FOR EMPANELMENT OF LIBRARY BOOKS SUPPLIERS FOR IIM SIRMAUR

Tender No. IIMS/PUR/Library Books/14/2023-24 Dated 09.11.2023

“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 (Technical & Financial) from experienced and financially sound firms towards '**Empanelment of Library Books Suppliers for IIM Sirmaur for a period of three (03) years from the date of start of empanelment**, initially for a period of one year which may be further extendable on year-to-year basis subject to the satisfactory performance.

The schedule & other details of tender are as follows: -

| Description of Tender | Empanelment of Library Books Suppliers for IIM Sirmaur | |
|------------------------------|--|----------|
| Period of Contract | Initially for a period of one year which may be extended up to two more years on same discounted rates, terms & conditions. | |
| EMD Value (Rs.) | Rs. 20,000/- (Rupees Twenty Thousand only) in the form of demand draft in favour of the Indian Institute of Management Sirmaur payable at Paonta Sahib, Distt. Sirmaur, H.P. 173025 . The scanned copy of the DD should be uploaded along with technical bid cover on CPP Portal. EMD is Exempted for MSME/NSIC or as per Govt. of India norms, for which the valid exemption certificate should be uploaded to this effect along technical bid cover. | |
| Bid validity | The validity of the tender shall be 180 days from the last date of submission of the Bid. | |
| Tender Publish Date & Time | 09.11.2023 | 01:00 PM |
| Tender Download Date & Time | 09.11.2023 | 01:00 PM |

Signature of Bidder:

Date:

| | | |
|---|---|----------|
| Bid Submission Start Date & Time | 09.11.2023 | 01:00 PM |
| Bid Submission Close Date & Time | 29.11.2023 | 03:00 PM |
| Opening of e-Technical bid | 30.11.2023 | 04:00 PM |
| Opening of e-Financial bid | Will be intimated later | |
| Performance Security | Rs. 50,000/- (Rupees Fifty Thousand only) | |
| Contact Person (For any query/clarification) | Librarian / Assistant Administrative Officer (Purchase) Indian Institute of Management Sirmaur Email Id: librarian@iimsirmaur.ac.in , purchaseoffice@iimsirmaur.ac.in Contact No: 1704-277308, 1704-277312. | |

General Terms and conditions

1. Indian Institute of Management Sirmaur invites an open online tender under Two Bid System (Technical and Financial) for '**Empanelment of Library Books Suppliers for IIM Sirmaur**' initially for a period of one year 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's website www.iimsirmaur.ac.in & Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Issuance of any corrigendum related to this tender will also be available on the said websites.
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-bid system containing the Technical & Financial Bid. The prospective bidders may submit their bids (Technical & Financial) through Central Public Procurement Portal in the respective bid covers, failing which to submit in the prescribed form, the bids shall summarily be rejected.
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 above prescribed websites. No separate notification shall be issued in the newspaper, bidders are therefore requested to visit the said websites regularly to keep themselves updated.

6. Eligibility Criteria:

The bidders must meet the following technical eligibility criteria while submitting the bids:

- a) The firm must have at least ten years of experience in book trade.
- b) The firm must have supplied books during last three years from the last date of submission of the bids, to any Institute of National Importance like IIMs, IITs, and

Signature of Bidder:

Date:

NITs etc. **Letter of empanelment from at least two institutions mentioned above during last three years has to be enclosed in support of this.**

- c) The firm must be a member of the Federation of Publisher & Bookseller Association of India (FPBAI). **Membership certificate issued by FPBAI should be enclosed.**
- d) The firm must possess IEC Registration.
- e) The firm should not be blacklisted by any IIMs, IITs, NITs, IIITs, IISERs, NISERs, State/ Central Universities and Government Institutions last five years from the last date of submission of bids. **A self-declaration towards non-blacklisting as per Annexure-III should be enclosed.**
- f) The firm must be an authorized distributor / dealer/ supplier of the publisher, **recent authorization certificates from reputed publisher have to be enclosed.**
- g) The firm should have average annual turnover of Rs. 50 lakhs at least in last three financial years 2020-21, 2021-22 and 2022-23. **Copy of 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 years.**
7. Mandatory documents to be enclosed in support of above Eligibility criteria.
8. A copy of all documents in support of above eligibility criteria from (a) to (g) of above Para along with the technical bid in the enclosed format as per Annexure-I.
9. Demand Draft as the proof of remittance of EMD. Bidders who are exempted from such payment under Govt. Rules/ Regulations as amended from time to time and claim such exemption are required to submit relevant and valid supporting documents.
10. Bid Forwarding Letter as per Annexure-II.
11. Power of Attorney/ Authorization Letter, if Bid is submitted by authorized representative of the firm (on the letterhead of the bidder).
12. Duly signed and stamped copy of this tender documents along with its addendum/ corrigendum, if any.
13. All other documents, as required in terms of the tender, to claim eligibility.
14. NOTE: Bidder must affix its seal and sign on all pages of above supporting documents. The copy of DD or exemption certification for EMD must be shared along with the technical bid cover otherwise the tender submission will not be considered and summarily rejected.
15. **Financial Bid:** The percentage of discounts should be quoted in the format, as per Annexure - IV. **However, the bidders have to quote the percentage of discount in the separate Financial Bid BOQ in .xls file provided in the Financial Bid Cover on CPP Portal.** The bidders are requested not to quote rates in this document Annexure-IV as this format is given just for reference to quote in the Financial Bid BOQ. The Bidder shall not tamper/modify Financial Bid BOQ/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.

Signature of Bidder:

Date:

16. Earnest Money Deposit: 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 Paonta Sahib, Distt. Sirmaur, H.P. 173025 should be enclosed with the technical bid cover.
17. Any proposal not accompanied by EMD shall summarily be rejected.
18. The EMD shall be forfeited, if a firm withdraws its proposal during the period of validity of the proposal.
19. The EMD of non-empaneled firms shall be returned after expiry of the validity of the proposal or within 30 days after completion of empanelment process, whichever is earlier.
20. Validity of the proposal: The proposal shall remain valid for a period of 180 days from the last date of submission of proposal.
21. Award of offer: For supply of books, one or more vendor/s will be empaneled. The highest discount quoted by firm for individual category publications (Foreign Publications, Indian Publications, Hindi Publications, Society Publications - Single copy and Multiple copies as per Financial Proposal) will be offered to all technically qualified vendor. Those vendors who accept the offer will be empaneled for supply of books.
22. 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.
23. Initially empanelment period will be one year from the date of empanelment. 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.
24. Performance Security: The empaneled bidders have to submit the Performance Security prescribed in the tender document. However, the EMD of the selected vendor/s shall automatically be converted into Performance Security.
25. 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.
26. 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.
27. Delivery of Order: The vendor should acknowledge the receipt of Purchase Order preferably by email, which is taken as an acceptance of the Purchase Order.. Any clarification/query regarding the Purchase Order should be sought from the Librarian, IIM Sirmaur within five (05) days of receipt of the order.

Signature of Bidder:

Date:

28. 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.
29. 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.
30. 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.
31. 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.
32. Invoice: Hard copy of Invoice is to be submitted in triplicate in the name of Indian Institute of Management Sirmaur. The invoice should contain the Purchase Order Number and Date. The items in the invoice should be as per the given Purchase Order.
33. Price proof: 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. 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. Every price proof and currency conversion proof should be signed and stamped by the vendor.
34. Currency Exchange Rate: In the case of foreign publications, the original price in the foreign currency shall be mentioned in the invoice along with the Indian price charged in accordance with the approved rate of exchange. 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.
35. Payment: Payment will be made within 30 days from the receipt of the consignment/ books in good condition and after submission of invoice.
36. Penalty clause: 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% of the order value.

Signature of Bidder:

Date:

37. 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.

38. Applicable Law: The Court of Jurisdiction shall be Paonta Sahib, Sirmaur only for all purposes.

39. **INSTRUCTION FOR PREPARATION & SUBMISSION OF ONLINE BIDS:**

- a) This tender document will be published & available on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.
- b) Technical bid should be submitted in PDF format & Financial bid should be submitted in format mentioned in the Financial part.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and in general the documents are to be uploaded in the PDF formats. Bid documents may be scanned with 100 dpi with Colour/black and white option.
- d) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- e) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- f) Kindly upload scanned PDFs of all relevant documents in a single PDF file as per Technical Bid Cover requirement.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- h) Bidder should log into the portal well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- i) The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the Financial Bid. If there is any separate cost, then that will be not acceptable.

40. **REGISTRATION:**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique

Signature of Bidder:

Date:

- username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
 - d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS/ nCode/ eMudhra etc.), with their profile.
 - e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
 - f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

41. **SEARCHING FOR TENDER DOCUMENT:**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID Organization name, location, date, value, etc. There is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

Signature of Bidder:

Date:

TECHNICAL BID

| Tender for Empanelment of Library Books Suppliers for IIM Sirmaur Tender No.: IIMS/PUR/Library Books/14/2023-24 Dated 09.11.2023 | | |
|---|--|----------------------------|
| 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/uploaded in Technical Bid Cover on CPP Portal | | |
| Sr. No. | Particular | Compliance (Yes/No) |
| 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, IIITs, IISERs, NISERs, State/ Central University and Government Institutions in last five years 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 possess IEC Registration (valid certificate copy to be attached) | |
| 7 | The firm must be an authorized distributor/ dealer/ supplier of the publisher. Recent authorization certificates from reputed publisher have to be enclosed. | |
| 8 | The firm should have average annual turnover of Rs. 50 lakhs in last three financial years 2020-21, 2021-22 & 2022-23. Copy of 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 years. | |

Signature of Bidder:

Date:

| | | |
|----|---|--|
| 9 | Copy of PAN & GST No. should be enclosed. | |
| 10 | Bid Forwarding Letter as per format in Annexure - II | |
| 11 | Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder) | |
| 12 | Duly signed and stamped tender documents along with 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:

Authorized Signatory with seal

Signature of Bidder:

Date:

BID FORWARDING LETTER

(On the Letterhead of the Bidder)

Date:

To:

**The Senior Consultant (Admin)
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib
Distt. Sirmaur - 173 025 (Himachal Pradesh)**

**Sub: Tender for “Empanelment for Library Books Suppliers for IIM Sirmaur”.
Tender No. IIMS/PUR/Library Books/14/2023-24 Dated 09.11.2023**

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 the Letterhead of the Bidder)

Date:

To,

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

**Sub: Tender for “Empanelment of Library Books Suppliers for IIM Sirmaur”.
Tender No. IIMS/PUR/Library Books/14/2023-24 Dated 09.11.2023**

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, IIITs, IISER, NISERs, State/Central Universities and Government Institutions in fast five years 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:

REFERENCE TO QUOTE IN FINANCIAL BID BOQ

(To be submitted in .xls file on CPP Portal in Financial Bid Cover)

| Description of Publications | Percentage of Discount offered (In figures) |
|---|--|
| Foreign Publications (Single copy) | |
| Foreign Publications (Multiple copies) | |
| Indian Publications in English language (Single copy) | |
| Indian Publications in English language (Multiple copies) | |
| Books published in Hindi (Single copy) | |
| Books published in Hindi (Multiple copies) | |
| Government/Society publications (Single copy) | |
| Government/society publications (Multiple copies) | |
| Note: (1) The discount percentage shall remain unchanged during the entire period of empanelment/ Contract. (2) Conditional bids shall summarily be rejected. (3) Base discount mentioned in the table as above will be provided for the respective Publications by the empaneled vendors. (4) 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. | |

Note: -

1. The bidders are requested not to quote in the above given table, as this table is just for reference to quote in separate Financial Bid BOQ (.xls file) provided in Financial Bid Cover on CPP Portal.
2. The selection of the bidders shall be done on the basis of highest discount percentage quoted on each Publication category. The Institute reserves the right to empanel one or more bidders on the basis of highest discount ranking.

Signature of Bidder:

Date: