IIM RANCHI
बहुमुखविकासो गन्तव्यः

भारतीय प्रबंध संस्थान राँची
INDIAN INSTITUTE OF MANAGEMENT RANCHI

Ref No: IIMR/Library/VE/2014-15/01 **Date: 26.05.2014**

EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO IIM RANCHI

Indian Institute of Management Ranchi invites sealed quotations from reputed vendors, suppliers, distributors for empanelment for the supply of books to IIM Ranchi.

The period of contract would be for one year from the date of award of contract and it may be further extended by the Competent Authority on the satisfactory performance of supplier.

Interested vendors may quote the highest discount they are willing to offer for the latest edition of books. **The discount percentage shall remain constant during the entire period of contract.**

Quotations in sealed cover, super scribed as "EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO IIM RANCHI", should be sent to the **Administrative Officer, Indian Institute of Management Ranchi, Suchna Bhavan, Audrey House Campus, Meur's Road, Ranchi – 834 008** latest by **03.00 PM on 16.06.2014.**

This refers to the recommendation of Library Committee Members dated May 23, 2014.

Joseph Gabriel 26/5/2014
(J. Gabriel)
Administrative Officer

पता : सूचना भवन, आड्रे हाउस कैम्पस, मेयर्स रोड, राँची - 834 008. झारखण्ड
A : Suchna Bhawan, Audrey House Campus, Meur's Road, Ranchi - 834 008, Jharkhand
दूरभाष / P : 0651-2280083, 2280113, 22855056 फैक्स / F : 0651-2280940 इ-मेल / E : infoiimr@iimranchi.in वेब / W : www.iimranchi.ac.in

Terms & Conditions for Supply of Books

1. **General:**

   (i) IIM Ranchi reserves the right to reject any or all or part of quotations without assigning any reason and shall also not be bound to accept the lowest quotation (on the basis of discount quoted).

   (ii) IIM Ranchi reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors.

   (iii) In case of urgent requirements, orders may be placed with local vendors, publishers and online book stores such as Flipkart, Amazon, etc.

2. **Eligibility Criteria:**

   (Proof / Supporting documents to be enclosed for the points mentioned below.)

   (i) The vendor must be a supplier to the library of National level Institutions like IIMs, IITs, NITs, IISERs, etc.

   (ii) The vendor should be a member of the Good Offices Committee (GOC) or the Federation of Publishers & Booksellers Association of India (FPBAI) or any other State/National Association(s) of Booksellers.

   (iii) The Vendor must not be blacklisted by any National level Institutions. An undertaking in this respect has to be enclosed.

   (iv) The vendor must be an authorized distributor/ dealer/ supplier of Academic Book Publishers.

   (v) The vendor should have PAN (Permanent Account) Number allotted by the Income Tax Department.

3. **Purchase Orders:**

   (i) Purchase orders will be sent to the empanelled vendor through email.

   (ii) Supply of books has to be made strictly against and as per the purchase orders.

   (iii) The vendor should acknowledge the receipt of purchase order preferably by email, which is taken as an acceptance of the purchase order.

   (iv) Any clarification/query regarding the purchase order should be sought from the library within three (03) days of receipt of the order.

   (v) Vendor should send the supply position/ status of the book with-in seven (07) days from the date of receipt of order; else the order should be treated as cancelled and transferred to another vendor.

4. **Delivery**:

(i) The books should be sent to The Librarian, Indian Institute of Management Ranchi, Suchna Bhawan, Audrey House Campus, Meur's Road, Ranchi-834 008 by Speed Post Parcel/ Registered Parcel/ Courier Services/ Person or any other mode at free of freight charges. The charges will be borne by the supplier. Any loss, damage in transit will be the sole responsibility of the supplier without any additional cost. Books sent via V.P.P. will not be accepted.

(ii) The vendor has to execute all the supplies within the stipulated time (45 days in case of foreign books and 21 days in case of Indian books) from the date of issue of purchase order. However, it may please be noted that at times the vendor will have to deliver the books against instant orders.

(iii) Books must be in good condition. IIM Ranchi will not accept defective books. If supplied those have to be replaced without extra cost. Payment will be processed and made only after receipt of entire lot of books or after all the defective books has been replaced. No interim or part payment will be made with respect to books short delivered or delivered defective books.

5. **Invoice**:

(i) Pre-receipted invoice(s) are to be submitted in triplicate (3 copies).

(ii) Invoice should be raised in the name of Indian Institute of Management Ranchi.

(iii) Revenue stamp should be affixed on the original invoice and should be signed by authorized signatory.

(iv) The invoice should contain the Purchase Order Number and Date. The items in the invoice should be in the order of the purchase order.

(v) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.

(vi) The body of the invoice should have following certificates:

a) The books supplied are latest edition and are not remainder titles.
b) Correct price as per Publisher Catalogue / Procurement Invoice has been charged.
c) Conversion rates have been charged as per RBI rates.

6. **Price Proof:**

(i) The supplier shall have to furnish the price proof of the books along with a copy of RBI rates. In case of any price manipulation when detected at any stage, the supplier shall be responsible for the same and the excess amount charged shall be refunded to the Institute in one installment.

(ii) The vendor should provide the copy of the Procurement Invoice from Publishers / Distributors.

(iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

7. **Exchange Rate:**

(i) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the invoice along with the Indian prices (in Rs.) charged in accordance with the approved rate of exchange.

(ii) Reserve Bank of India's (RBI) Currency conversion rates as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

8. **Payment**:

Payment will be made within 30 days from the receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.

9. **Penalty Clause:**

In case of delayed delivery of textbooks beyond seven days, a penalty of 2% per week will be levied on the value of books supplied belatedly.

10. **Other Terms:**

(i) IIM Ranchi reserves the right to modify the terms and conditions of contract at any time during the contract at its sole discretion and without assigning any reason.

(ii) IIM Ranchi reserves the right to cancel the contract at any time, without assigning any reason and shall not be responsible for any loss or damage incurred by the supplier due to such cancellation. However, all pending bills will be settled as early as possible.

(iii)IIM Ranchi reserves the right to cancel the "call for quotation" or extend the last date without assigning any reason or with or without notice and shall not be responsible for any loss or damage caused for any party.

(iv)Contract can be terminated at any time in case the services are not found satisfactory.

(v) The publications, which cannot be supplied at our approved rates and terms, should be referred to us for our approval for the higher rates otherwise the books will be accepted at our approved rates.

(vi) Latest editions of books must be supplied, unless mentioned otherwise.

(vii) Paperback editions of books should be supplied, unless specified otherwise.

(viii) Indian editions of books should be supplied, unless mentioned otherwise.

(ix) In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the library, regarding supply of the available editions.

(x) Technical Bid and Financial Bid in the prescribed proforma along with Terms and Conditions duly signed and dated with office seal should be placed in separate sealed envelopes superscripted accordingly in bold letters and both these envelopes be enclosed in a large envelope.

(xi) Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of a Court in Ranchi (India).

APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO IIM RANCHI LIBRARY

PROFORMA FOR TECHNICALBID

1.	Name of the Vendor	
2.	Complete Postal Address with Tel. No. Fax. No. E-mail	
3.	Annual turnover of the firm for the last two consecutive years with documentary evidence.	
4.	PAN(Permanent Account Number) allotted by the Income Tax Department. Pl. enclose copy.	
5.	Please tick mark and provide documentary proof of your membership in any of the following associations: - Good Offices Committee (GOC) - Federation of Publishers' and Booksellers' Association of India (FPBAI) - Any other State/National Association(s) of books suppliers	
6.	Please attach copies of letters issued by the publishers as authorized suppliers.	
7	Enlist the name of the Reputed National Institutions where you have supplied books. Please enclose photocopies of the latest three work orders for each Institution.	

I / We do hereby declare that the entries made in this application form are true to the best of our knowledge and agree to abide by the terms and conditions as mentioned in the document.

Date:

Signature of the Bidder with Seal
Full Name

PROFORMA FOR FINANCIAL BID

Percentage of Discount offered (To be mentioned in both Figures and Words)

The financial bid is required to be submitted separately in a sealed cover.

Publications	**Single copy**	**Multiple copies**
Foreign Publications		
Indian Publications		

Date:

Signature of the Bidder with Seal
Full Name