



# INDIAN INSTITUTE OF TECHNOLOGY MANDI

Mandi - 175001

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## **Empanelment of Vendors for Supply of Books and other Documents to Central Library, IIT Mandi**

Ref. no. IITMANDI/CL/VEN/B/2012-15/1/7238-39

Date: 21/09/2012

Indian Institute of Technology Mandi invites open offer of interest for “Empanelment of Vendors for the Supply of Books” on prescribed format from reputed vendors/distributors/library suppliers in India, to Central Library, IIT Mandi.

This empanelment will be valid initially for **one year** and may be extendable upto **two more years** (till 2015), at the sole discretion of the institute.

Interested vendors/distributors/library suppliers may submit the applications along with one copy each of the requisite documents to “The Deputy Librarian, Indian Institute of Technology Mandi, Academic Block, Near Paddal Ground, Mandi -175001, H.P.”.

### **Last Date for Submission of Applications: 12<sup>th</sup> October, 2012 till 5.00 pm**

Instructions for applicants, detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

- Interested vendors/distributors/library suppliers should submit application form in sealed envelopes superscribing – “Application for Empanelment for the supply of Books to Central Library, IIT Mandi”.
- The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- Incomplete and conditional applications will not be considered.
- At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applicants are liable to be black-listed by the institute.
- The received application(s) after the due date and time will not be considered.
- The short-listed vendor(s)/distributors(s)/library supplier(s) for empanelment are required to agree to supply as per the Institute’s “Terms & Conditions for Supply of Books” as stipulated hereunder.



**INDIAN INSTITUTE OF TECHNOLOGY MANDI  
MANDI – 175 001**

**Vendor Empanelment for Supply of Books and Other Documents to  
Central Library, IIT Mandi**

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**The empanelment will be governed by the following ‘Terms and Conditions’:**

1. General:
  - (i) The Director, IIT Mandi reserves the right to approve or reject any or all the vendors. His decision will be final in all cases in respect of acceptance/rejection/arbitration.
  - (ii) IIT Mandi 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.
2. Security Deposit:
  - (i) Qualified vendors (both in technical and financial bid) shall submit a security deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only) vide demand draft, in favor of the Registrar, Indian Institute of Technology Mandi within five (05) days of confirming vendor empanelment.
  - (ii) The above security deposit will be refunded to the vendors without interest only on successful completion of the duration of empanelment i.e., one year from the date of commencement of empanelment. Any default on the part of the vendor will lead to forfeiture of security to IIT Mandi and the vendor will have no claim on it.
3. Enquiry on availability of books:
  - (i) The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email.
  - (ii) Within two days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond quoting titles available with number of copies and unit price, by reply email only.
  - (iii) In case of emergent requirements, orders may be placed with local vendors, however discount policy will remain the same.
4. Purchase Orders:
  - (i) Supply of books has to be made strictly against and as per the purchase orders.
  - (ii) Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.

- (iii) Any clarification/query regarding the purchase order should be sought from the Library within two (02) days of receipt of the order.
5. Supply:
- (i) The supply should be free of freight charges.
  - (ii) Consignee and Mode of Dispatch: The books should be sent to THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, INDIAN INSTITUTE OF TECHNOLOGY MANDI, MANDI – 175 001, by Speed Post Parcel/Registered Parcel/Courier/Person. The charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
  - (iii) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
6. Timeframe for supply, and cancellations:
- (i) Four (04) weeks (maximum) - for Indian titles
  - (ii) Eight (08) weeks (maximum) - for Foreign titles
  - (iii) After the expiry of timeframe, the purchase order automatically stands cancelled.
  - (iv) Separate permission for supply of the cancelled titles should be sought from the Library through email.
  - (v) The decision of accepting supply of cancelled titles is at the sole discretion of the Institute.
7. Edition specifications:
- (i) Latest editions of books must be supplied, unless mentioned otherwise.
  - (ii) Paperback editions of books should be supplied, unless specified otherwise.
  - (iii) Indian editions of books should be supplied, unless mentioned otherwise.
  - (iv) 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.
8. Invoicing procedure:
- (i) Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
  - (ii) A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
  - (iii) Invoice should be raised in favour of Deputy Librarian, Indian Institute of Technology, Academic Block, Nr. Paddal Ground, Mandi – 175 001.
  - (iv) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.
9. Undertaking: Every invoice should certify the following.
- (i) The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
  - (ii) The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue.
  - (iii) The latest editions have been supplied, and they are not remaindered titles.
  - (iv) The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the

defective books will be replaced without any payment by the institute. The vendor will be liable to arrange for supply of replaced books at the destination of supply.

10. Mandatory enclosures with invoice:

- (i) A copy of publisher's invoice as a price proof.
- (ii) A currency conversion proof.
- (iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

11. Discount: The following discount pattern should be followed:

S N	Description	% of discount
1	All books (except reference sources viz., handbooks, dictionaries and encyclopedias etc.)	20%
2	Reference material viz., handbooks, dictionaries and encyclopedias etc.	30%
3	Short discount & non-discount	Publisher's price(-) discount earned + 10% handling charges

12. Conversion Rates:

- (i) The prices in the invoice should be indicated in original currencies.
- (ii) Reserve Bank of India's (RBI) Currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.

13. Return of Bad Books: If a supplied book does not confirm to specifications or if the book is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the said period.

14. Termination of empanelment: A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

- (i) If the vendor fails to deliver even, at least 70% of the supply (in terms of number of titles) during the year.
- (ii) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
- (iii) If at any time it is found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

In such case(s), the institute will be at liberty to terminate the empanelment without giving any prior notice to the vendor/supplier, and the Institute reserves the right to claim the amount of loss occurred to the Institute, from the available invoices submitted by that vendor / supplier.

15. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
16. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, IIT Mandi or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of IIT Mandi.



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MANDI – 175 001

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**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF  
BOOKS AND OTHER DOCUMENTS TO CENTRAL LIBRARY, IIT MANDI**

***(STRIKE OFF WHICH EVER IS NOT APPLICABLE)***

*(Please read the terms and conditions carefully before filling the form)*

1. Name of the Firm: .....

2. Address(es) of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any:

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3. Kind of Proprietorship: .....

(i) Name and address of Directors / Managing Directors / Proprietor:

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(ii) If partnership, name and address of partners

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4. Please tick mark and provide documentary proof of your membership in any of the following associations:

- (i) Good Offices Committee (GOC):
- (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI):
- (iii) Any other State/National Association(s) of books suppliers:

5. Are you a distributor/dealer/stockiest/exclusive/preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with the details of yours distributorship / dealership / stockiest/ exclusive or preferred agents.

6. Is the firm an Income Tax payee? If so, please attach one copy of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.

7. Please provide details of your firm's Sales Tax Registration No. (Attach: copies of, GST, CST Certificate).

8. Minimum 6 references of the Libraries of national reputed organizations with whom you are already registered may be quoted. Out of these four (4) should be institutes of national importance and two (2) should be reputed research institutes (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc. ).

9. Please provide details of annual turnover of the firm for the last three consecutive years with documentary evidence.

10. Please provide an affidavit on a non-judicial stamp paper of Rs. 50.00 for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.

## **DECLARATIONS**

- (i) I/We \_\_\_\_\_  
(names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge.
- (ii) I/We also hereby declare that all matters related to IIT Mandi shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. \_\_\_\_\_, whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

- (v) I/We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
- (vi) I / We have read and understood the terms and conditions of IIT Mandi as mentioned in the document and consciously agree to abide by them.

Signature of Partners/Proprietors: .....

Place: .....

Date (with Firm's Seal): .....