

INDIAN INSTITUTE OF MANAGEMENT RANCHI

5th Floor, Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi-834008
Tel: 0651- 2285056, 2280113
Website: www.iimranchi.ac.in

Tender No.: IIMR/Library/VE/2016/08 dt. 27.06.2016


Sealed tenders are invited under two bid system (Technical bid and Financial bid) from Book Suppliers/ Vendors/ Distributors for **'Supply of Books to the Library of IIM Ranchi'** for a period of one year.

1.	Tender Processing fee (Non-refundable)	₹500/- (Rupees Five Hundred Only) by Demand Draft in favor of Indian Institute of Management, Ranchi payable at Ranchi. This amount is non-refundable.
2.	Issue of Tender	The tender document can be downloaded from the Institute website, i.e. www.iimranchi.ac.in from <u>27.06.2016</u> to <u>18.07.2016</u> up to 03:00 pm. Please keep visiting our website for any corrigendum/ amendments and submit the bid documents accordingly.
3.	Last Date of Submission of Bid	18.07.2016 up to 03:30 pm
4.	Pre-bid Meeting	11:00 am on 05.07.2016 for clarifications of queries, if any, at IIM Ranchi, Suchana Bhawan.
4.	Address to which Bid is to be sent	The Sr. Administrative Officer, Indian Institute of Management Ranchi, 5 th Floor, Suchana Bhawan, Audrey House Campus, Meur's Road, Ranchi, Jharkhand, PIN-834008.
5.	Date & Time of opening of Bids	18.07.2016 at 04:00 pm
6.	Contact Person (for any clarification during the tendering process)	Sr. Administrative Officer, Indian Institute of Management Ranchi 5 th Floor, Suchana Bhawan, Audrey House Campus, Meur's Road, Ranchi, Jharkhand, PIN-834008 Tel No.: 0651-2285056, 2280083

In case of any holiday falling on the day of opening of the bids, it will be opened on the next working day at the same time. The tenders received after the above scheduled date and time will not be considered. No tender by FAX / E-mail will be entertained.

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

For further details, please visit us at www.iimranchi.ac.in.


(J. Gabriel) 27/6/2016
Sr. Administrative Officer

Sr. Administrative Officer
INDIAN INSTITUTE OF MANAGEMENT RANCHI

GENERAL TERMS & CONDITIONS

1. Eligibility Criteria:

(Proof / Supporting documents to be enclosed in support of below eligibility criteria)

- (i) The vendor must have supplied books in last five financial years to any of the library of National Level Institutions like IIMs, IITs, NITs, IISERs and Central Universities.
- (ii) The vendor must be a member of the Federation of Publishers & Booksellers Association of India (FPBAI).
- (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) Average Annual financial turnover from the same business should be at least ₹35.00 (Thirty Five) Lakhs during last three financial years (FY 2014-15, 2013-14, 2012-13). Copy of P&L Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.

2. Sealing & Marking of Bids and Submission of Proposal:

PART 'A' should contain:

- (i) Technical Bid as per attached format with all relevant/ supporting duly signed documents as mentioned in the bid document.
- (ii) Tender processing fee.
- (iii) Entire duly signed bid document with corrigendum /amendments, if any, by the authorized representative of the bidder.

Seal the envelope with superscription **"TECHNICAL BID for Supply of Books to the Library of IIM Ranchi" - PART 'A'**

PART 'B' should contain only Financial Bid:

To be filled in prescribed format as attached and seal the envelope with superscription **"FINANCIAL BID for Supply of Books to Library of IIM Ranchi" - PART 'B'**. The Financial Bid should mention only Percentage of Discount in the stipulated format attached with the bid document. The Discount rate shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory. Conditional bids shall be rejected.

Put above PART 'A' and PART 'B' envelopes in a separate envelope and make it seal. The envelope should be superscripted as **"Bids for Supply of Books to Library of IIM Ranchi"**.


Sr. Administrative Officer 16
INDIAN INSTITUTE OF MANAGEMENT RANCHI

The bid must reach in the below address by post/ courier/ by dropping the same at the reception desk of IIM Ranchi at ground floor latest by 18.07.2016 up to 03:00 pm.

The Sr. Administrative officer,
Indian Institute of Management Ranchi,
5th Floor, Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi, Jharkhand, PIN-834008

3. Validity of Bids:

Bids shall remain valid for a period of 120 days from the last date of submission of bid.

4. Award of contract:

- (i) IIM, Ranchi will award the contract for supply of books to the bidder/s whose bid/s is substantially responsive and offered highest discount.
- (ii) The successful bidder/s should accept the contract within 15 days from the date of receipt of "Letter of Offer", failing which it will be awarded to next eligible bidder.
- (iii) The successful bidder/s shall have to deposit a Performance Security of ₹5,000/- (Rupees Five Thousand Only) in the form of DD from any nationalized bank in favour of Indian Institute of Management Ranchi along with the acceptance letter within 15 days from the date of issue of 'Letter of Offer'.
- (iv) In case of breach of contract by the service provider, the Performance Security shall be forfeited by the Indian Institute of Management Ranchi and the firm shall be blacklisted in addition to the termination of the contract.
- (v) Performance Security shall be refunded to the supplier/s without any interest, whatsoever, after its duly performs and completes the contract in all respects.

5. Purchase Orders:

- (i) Purchase orders will be sent to the empaneled 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 books with-in seven (07) days from the date of the purchase order; else the order should be treated as cancelled and transferred to another vendor.

6. Delivery:

- (i) The books should be sent to The Librarian, Indian Institute of Management Ranchi, Suchana Bhawan, Audrey House Campus, Meur's Road, Ranchi-834008 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.

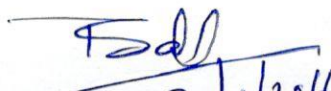
- (ii) The vendor has to execute all the supplies within the stipulated time (60 days in case of foreign publications and 21 days in case of Indian publications) from the date of issue of purchase order. However, it may please be noted that at times the vendor will have to deliver the books against instant orders.
- (iii) 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 Librarian for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title.
- (iv) 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.

7. Invoice:

- (i) Invoice is to be submitted in triplicate.
- (ii) Invoice should be raised in the name of Indian Institute of Management Ranchi.
- (iii) The invoice should contain the Purchase Order Number and Date. The items in the invoice should be in the order of the purchase order.
- (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 in one invoice.
- (v) 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.

8. Price Proof:

- (i) The supplier shall have to furnish the price proof of the books. 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) In support of Price proof, the vendor should provide the copy of the Procurement Invoice from Publishers/ Distributors/ copy of Publisher's Price List.
- (iii) Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.



9. Currency 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 ₹) 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.


10. 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.

11. Penalty Clause:

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

12. Other Terms:

- (i) In case more than one vendor offer the same Highest Discount, all of them shall be empaneled towards supply of books.
 - (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.
 - (iv) 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.
 - (v) 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.
 - (vi) IIM Ranchi reserves the right to cancel the tender 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.
 - (vii) Contract can be terminated at any time in case the services are not found satisfactory.
 - (viii) Latest editions of books must be supplied, unless mentioned otherwise.
 - (ix) Paperback editions of books should be supplied, unless specified otherwise.
 - (x) Indian editions of books should be supplied, unless mentioned otherwise.
 - (xi) 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.
 - (xii) Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of Court in Ranchi.
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TECHNICAL BID**Tender No.: IIMR/Library/VE/2016/08 dt. 27.06.2016**

1.	Name of the Firm/ Agency with complete Postal Address:	
2.	Name, Designation, Address, Tel. No. and E-mail ID of authorized person of Firm/ Agency to deal with	
3.	Please specify as to whether the Bidder is the Sole proprietor/ Partnership firm/ Pvt. Ltd. (Attach copy of PAN)	
4.	Bid Processing fee of Rs.500/- as prescribed in the bid document.	
5.	Name of the reputed National Institutions where you have supplied books in last five years. (Attach copies of purchase orders for each institution)	
6.	Membership with Federation of Publishers' and Booksellers' Association of India (FPBAI) (Attach copy in support of this)	
7.	Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level	
8.	Authorized suppliers of academic book publishers (Attach copy authorization letter of Publishers)	
9.	Average Annual financial turnover from the same business should be at least ₹35 (Thirty Five) Lakhs during last three financial years (FY 2014-15, 2013-14, 2012-13). Copy of P&L Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.	

(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)

Declarations:

I/We..... (Names of partners/ proprietors or shareholders) do hereby declare that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:

Signature of the Bidder:

Name, Address of the Bidder:

Telephone No.:

E-mail ID:

FINANCIAL BID

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

To
The Sr. Administrative officer,
Indian Institute of Management Ranchi,
5th Floor, Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi, Jharkhand, PIN-834008

Sub: Discount offered for below mentioned publications for 'Supply of Books to the Library of IIM Ranchi for a period of one year'.

Dear Sir,

With reference to Tender No.: IIMR/Library/VE/2016/08 dt. 27.06.2016, we are hereby submitting our offer of discounts below.

Publications	Percentage of Discount (In Figures)	Percentage of Discount (In Words)
Foreign Publications		
Indian Publications (Up to Three copies)		
Indian Publications (More than Three copies)		

The discount percentage shall remain constant during the entire period of contract.

Place:

Date:

Signature of the Bidder:

Name, Address of the Bidder:

Telephone No.:

E-mail ID: