

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



**INDIAN INSTITUTE OF MANAGEMENT RANCHI**  
5<sup>th</sup> Floor, Suchana Bhawan, Audrey House Campus,  
Meur's Road, Ranchi-834008  
Tel: +91-651-2285056, 2280083, 2280113  
Website: [www.iimranchi.ac.in](http://www.iimranchi.ac.in)

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

Ref. No.: IIM Ranchi/Library/VE/2017/28 dt. 07.10.2017


Sealed proposals under two envelope system are invited from the reputed and financially sound firms towards empanelment of vendors for supply of books to IIM Ranchi for a period of two years.

1	Processing Fee (Non-refundable)	Rs.1,000/- (Rupees One Thousand Only) by Demand Draft in favor of Indian Institute of Management, Ranchi payable at Ranchi.
2	EMD	Rs.10,000/- (Rupees Ten Thousand Only) by Demand Draft in favor of Indian Institute of Management, Ranchi payable at Ranchi.
3	Issue of EOI document	The document can be downloaded from the Institute website <a href="http://www.iimranchi.ac.in">www.iimranchi.ac.in</a> from dt. 07.10.2017 to 27.10.2017 up to 03:00 pm. Please keep visiting our website for any corrigendum/ amendments.
4	Pre-Bid Meeting	11:00 AM to 12:00 PM on dt. 16.10.2017 for clarifications of queries, if any, at IIM Ranchi, Suchana Bhawan.
5	Last Date of Submission/ Receipt of Proposal	Up to 03:00 PM on dt. 27.10.2017 in the office of: Sr. Administrative Officer, Indian Institute of Management Ranchi, 5th Floor, Suchana Bhawan, Audrey House Campus, Meur's Road, Ranchi-834008, Jharkhand [If the last date of submission/ opening of the proposal coincide with a holiday, then the next working day shall be the submission/ opening date]
6	Opening of Proposal	Part - I: Technical Proposal The technical proposals shall be opened on dt. 27.10.2017 at 04:00 PM in the presence of authorized representatives of the firms who choose to attend. Part - II: Financial Proposal Financial proposals of the technically qualified firms shall be opened at a later date. The financial proposal opening time, date and place shall be intimated to the technically qualified firms separately by the Institute in advance.
7	Contact person	Sr. Administrative Officer Indian Institute of Management Ranchi Suchana Bhawan, Audrey House Campus, Meur's Road, Ranchi - 834008 Tel No.: 0651-2280113 Email: <a href="mailto:rs.kerketta@iimranchi.ac.in">rs.kerketta@iimranchi.ac.in</a>

The proposals received after the above scheduled date and time will not be considered. No proposal by FAX / E-mail will be entertained.

IIM Ranchi reserves the right to accept or cancel any or all proposals for empanelment without assigning any reason. No correspondence on the subject will be entertained.

For further details, please visit us at [www.iimranchi.ac.in](http://www.iimranchi.ac.in).

  
(Sr. Administrative Officer)



## GENERAL TERMS & CONDITIONS

### **1. Eligibility Criteria**

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

- (i) The firm must have supplied books during last three years from the last date of submission of the proposal to any National Level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, State/ Central Universities and Government Institutions. Letter of empanelment offer/satisfactory supply certificates from at least two institutions mentioned above has to be enclosed.
- (ii) The firm must be an existing member of the Federation of Publishers & Booksellers Association of India (FPBAI).
- (iii) The firm must not be blacklisted by any IIM, IIT, NIT, IISc, IIIT, IISER, NISER, State/ Central University and Government Institutions in last two years from the last date of submission of proposal. An undertaking as per the attached format in Annexure - II has to be enclosed.
- (iv) The firm must be an authorized distributor/ dealer/ supplier of the publishers. Recent authorization certificates from reputed publishers have to be enclosed.
- (v) The firm should have annual turnover of Rs.50 Lakh in each financial year of 2015-16, 2014-15 and 2013-14. Copy of Audited Profit & Loss 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 Proposals and Submission of Proposal**

#### **PART 'A' should contain:**

- (i) Technical Proposal as per attached format at Annexure-I with all relevant/ supporting documents, duly signed and stamped, as mentioned in the EOI document.
- (ii) Self-declaration as per Annexure-II.
- (iii) Processing fee of Rs.1,000/- and EMD of Rs.10,000/- in the form of DD in favor of Indian Institute of Management Ranchi payable at Ranchi.
- (iv) Entire EOI document, duly signed and stamped, with corrigendum /amendments, if any, by the authorized representative of the firm.

Seal the envelope with superscription **"TECHNICAL PROPOSAL for Empanelment of Vendors for supply of Books to IIM Ranchi: PART - A"**.

#### **PART 'B' should contain only Financial Proposal:**

The Financial Proposal should mention only Percentage of Discount in the stipulated format in ANNEXURE - III attached with the EOI document and seal the envelope with superscription **"FINANCIAL PROPOSAL for Empanelment of Vendors for supply of Books to IIM Ranchi: PART - B."** The Discount rate shall be filled up both in figures and in words. Any corrections shall be legible and signed by the authorized signatory.



Put above PART 'A' and PART 'B' envelopes in a third envelope and seal it. The sealed envelope should be superscribed as **"Expression of Interest for Empanelment of Vendors for supply of Books to IIM Ranchi"**.

The sealed proposal must reach in the below address by post/ courier/ dropping the same at the reception desk of IIM Ranchi at ground floor latest by dt. 27.10.2017 up to 03:00 pm.

Sr. Administrative Officer,  
Indian Institute of Management Ranchi  
Suchana Bhawan, Audrey House Campus,  
Meur's Road, Ranchi - 834008

**3. Processing Fee & Earnest Money Deposit (EMD):**

- (i) Tender Processing Fee of Rs.1,000/- (Rupees One Thousand Only) and EMD of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft from any nationalized bank in favor of Indian Institute of Management Ranchi payable at Ranchi should be enclosed with the proposal.
- (ii) Any proposal not accompanied by the requisite Processing Fee and EMD shall be rejected.
- (iii) The EMD shall be forfeited if a firm withdraws his proposal during the period of validity of proposal.
- (iv) The EMD of non-empaneled 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.

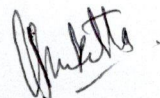
**4. Validity of the Proposal:** The proposal shall remain valid for a period of 180 days from the last date of submission of proposal.

**5. Award of Offer**

- (i) For supply of books, one or more vendor/s will be empaneled. For this the highest discount quoted for individual category publications (*Foreign Publications, Indian Publications- Single copy and Indian Publications-Multiple copies – as per Financial Proposal*) will be offered to all technically responsive vendors. Those vendors who accept the offer will be empaneled for supply of books.
- (ii) The vendor/s should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- (iii) Empanelment period will be two years from the date of empanelment.

**6. Performance Security:**

- (i) The EMD of empanelled vendor/s shall be automatically converted to Performance Security.
- (ii) In case of non-supply of any title against 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 two years of empanelment period.





## **7. Delivery of Orders**

- (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.
- (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 transferred to another vendor.
- (iv) 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 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 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.
- (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 extension of time from the institute for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title.

## **8. Invoice:**

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

## **9. 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 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 be signed and stamped by the vendor.

## **10. Currency exchange rate**

- (i) 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.



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

**11. Payment:**

Payment will be made within 30 days from the receipt of the consignment and after submission of invoice.

**12. Penalty clause**

In case of delayed delivery of text books beyond seven days, a penalty of 2% per week or part thereof will be levied on the value of books supplied belatedly up to maximum 10% of the ordered value.

**13. Dispute resolution**

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

**14. Applicable Law**

The Court of Jurisdiction shall be Ranchi for all purposes.

(Sr. Administrative Officer)





**TECHNICAL PROPOSAL**

Ref. No.: IIM Ranchi/Library/VE/2017/28 dt. 07.10.2017

(Self-attested photocopies of all supporting documents must be attached with this proposal)

Sl. No.	Particulars	Compliance (Yes/No)	Attached in the Technical Proposal at Page No.
1.	Name of the Firm with complete Postal Address:		
2.	Name, Designation, Address, Tel/Mob No. and E-mail ID of authorized person of Firm to deal with		
3.	Please specify as to whether the firm is the Sole Proprietor/ Partnership firm/ Pvt. Ltd.		
4.	Processing fee of Rs.1,000/- (Rupees One Thousand Only) & EMD of Rs.10,000/- (Rupees Ten Thousand Only) by Demand Draft in favor of Indian Institute of Management, Ranchi		
5.	The firm must have supplied books during last three years from the last date of submission of the proposal to any National Level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, State/ Central Universities and Government Institutions. Letter of empanelment offer/ satisfactory supply certificates from at least two institutions mentioned above has to be enclosed.		
6.	The firm must be an existing member of the Federation of Publishers & Booksellers Association of India (FPBAI).		
7.	The firm must not be blacklisted by any IIM, IIT, NIT, IISc, IIIT, IISER, NISER, State/ Central University and Government Institutions in last two years from the last date of submission of proposal. An undertaking as per the attached format in Annexure - II has to be enclosed.		
8.	The firm must be an authorized distributor/ dealer/ supplier of the publishers. Recent authorization certificates from reputed publishers have to be enclosed.		



9.	The firm should have annual turnover of Rs.50.00 Lakh in each financial year of 2015-16, 2014-15 and 2013-14. Copy of Audited Profit & Loss Account, Balance Sheet duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.		
10.	Power of Attorney/ Authorization Letter, if proposal is submitted by the authorized representative of the firm (on the Letterhead of the firm)		
11.	Duly signed and stamped of the EOI document along with its addendum/ corrigendum, if any.		

**Declarations:**

I/We..... (Name of partners/ proprietors) do hereby declare that the entries made in the proposal are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in EOI document.

Place:  
Date:

Signature with stamp of the firm:  
Name, Address of the firm:  
Tel/ Mob No.:





**SELF-DECLARATION**  
(On the Letterhead of the firm)

Ref. No.: IIM Ranchi/Library/VE/2017/28 dt. 07.10.2017

To  
The Administrative Officer,  
Indian Institute of Management Ranchi  
Suchana Bhawan, Audrey House Campus,  
Meur's Road, Ranchi - 834008

**Reference: Expression of Interest (EOI) for Empanelment of Vendors for Supply of Books to IIM Ranchi.**

Dear Sir,

In response to EOI under reference, I/ We hereby declare that our firm is not blacklisted/ debarred and not declared ineligible for any reason by any National Level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, State/ Central Universities and Government Institutions in last two 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.

Yours faithfully,

(Name & signature with stamp of the firm)



**FINANCIAL PROPOSAL**

(To be submitted on the Letterhead of the firm separately in a sealed envelope)

Ref. No.: IIM Ranchi/Library/VE/2017/28 dt. 07.10.2017

To  
 The Administrative Officer,  
 Indian Institute of Management Ranchi  
 Suchana Bhawan, Audrey House Campus,  
 Meur's Road, Ranchi - 834008

**Sub: Offer of discount for the below mentioned publications for "Empanelment of Vendors for Supply of Books to IIM Ranchi".**

Dear Sir,

We are hereby submitting our offer of discounts for the publications mentioned below.

<b>Publications</b>	<b>Percentage of Discount (In Figures)</b>	<b>Percentage of Discount (In Words)</b>
Foreign Publications		
Indian Publications (Single copy)		
Indian Publications (Multiple copies)		

**Note: -**

1. The discount percentage shall remain unchanged during the entire period of empanelment.
2. Conditional offer shall be rejected.
3. The financial proposal should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial proposal, the value in words shall prevail.

Place:

Date:

Signature with stamp of the firm:

Name, Address of the firm:

Tel/ Mob No.:

