

**Institute of Infrastructure, Technology, Research And Management
Ahmedabad**

Date: 31/01/2018
Tender No: 2018/15

e-Tender

BID FORM for Empanelment of Vendors for Supply of Books

Important Information

Date of issue	31/01/2018
e-Tender fees	Rs.1500/-
EMD	Rs.30,000/-
Last date of online bid submission	01/03/2018 till 17:00 hrs.
Last date of physical bid submission	02/03/2018 till 17:00 hrs.
Opening of technical bid	08/03/2018 at 11:00 hrs.
Tender inviting Authority and address	Registrar, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad- 380026, Phone- 079 29292910, 29292920

e-Tender

Invitation of quotations for Procurement of **Empanelment of Vendors** for Supply of Books IITRAM

Dear Sir/Madam,

The Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotations for Procurement of equipment for **empanelment of vendors for supply of books** under **“two bid system in e-tender format.”** Interested parties who wish to participate in this e-tender may obtain the tender documents from IITRAM website www.iitram.ac.in or from <https://education.nprocure.com>. Bidders have to submit the technical documents through RPAD, speed post or in person till the last date and time prescribed for submission. Tender sent by other means will not be accepted in any case. EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before **02/03/2018 till 17:00 hrs.** in the office of the IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad-380026. Financial bid is to be submitted in electronic form only on n-procure site. (<https://education.nprocure.com>).

1 General Terms and Conditions:

1. All duties, taxes, packing and forwarding charges (if any), and other levies payable and all other charges connected delivery and other allied items at the destination shall be included in the price. All such price components may be shown in the quotation at IITRAM.
2. You are invited to submit your most competitive quotation for the supply of Books according to the specifications and delivery terms as given below.
3. The Quotation should be signed by the authorized person and his full name and status should be indicated below his signature along with the Official stamping of the firm.
4. The discount quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
5. The offer shall be valid up to 90 days from the date of opening of technical bid.
6. The tender is liable to be rejected if complete information is not given there in or if the particulars and date (if any) asked for in the schedule tender are not fully filed in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract.
7. Financial bids will be opened in online format of technically qualified bidders only.
8. Tenders not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
9. This tender is not transferable.
10. IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
11. The Bidder has to submit GST No., PAN with at least last three year Income Tax Return of their firm along with tender documents. If firm is newly established, provide chartered accountant and firm registration certificate to make firm eligible for tender. In case of foreign company/organization/industry, has to provide necessary document like firm registration, certificate etc. Otherwise, it shall be liable for disqualification of tender.

12. All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
13. Any loss or damage caused to the article in transit is to be made up item by the supplier free of cost within period of 30 days.
14. The Bidder shall have to enter into the agreement in the prescribed Performa.
15. Bidder should have supplied books in state or central government organization or government undertaking institute/organization within 5 years and also have to submit copies of purchase orders for minimum order value of rupees one lakh or above.
16. If found satisfactory, the contract may be renewed for two or three years more.

2 Submission of Bids:

1. This Tender document can be downloaded from website www.iitram.ac.in or from [https://-education.nprocure.com](https://education.nprocure.com). The Filed in/complete in all respect tender document must be submitted with tender document fee in the form of Demand Draft in separate cover in favor of the Registrar, Institute Of Infrastructure, Technology, Research And Management payable at Ahmedabad. Please mention tender number, item name and name of bidder on back side of DD.
2. The bidder shall submit their quotation for supply of books in sealed envelopes super-scribed with Please Don't Open, this is bid for supply of books, due date, tender serial number, item name and complete address.
3. The bidder has to submit duly filed Annexure I with technical bid in hard copy.
4. The bidder has to submit financial quotation online only at n-Procurement website.
5. The bidder has to submit the tender in two parts viz, (a) Technical Bid and (b) Tender Fee & EMD Cover in a single cover as per clause 2.2
6. Quotations shall contain the complete specifications and brand names.
7. Printed brochures and a list of reputed customers should be submitted, wherever applicable.
8. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
9. Quotations containing conditions like subject to prior sale may not be considered.
10. Offer from Authorized dealer/reputed publisher/Supplier/ Distributors alone will be accepted.
11. Technical bid shall consist of technical details. The tender form shall be submitted with this bid duly signed by the bidder.
12. EMD cover shall contain DDs of Tender Fee and EMD.
13. EMD: It should be submitted only in form of Demand Draft in favor of the "Registrar, Institute Of Infrastructure, Technology, Research And Management" payable at Ahmedabad. The EMD is refundable. Please mention tender number, item name and name of bidder on back side of DD. All parties have to pay EMD and Tender fee otherwise tender will summarily rejected.

3 Security Deposit:

1. Qualified vendors (both in technical and financial bid) shall submit on demand a security deposit of Rs.40,000/- (Rupees Forty Thousand only) in the form of Fixed Deposit in favor of the “Registrar, Institute Of Infrastructure, Technology, Research And Management” payable at Ahmedabad within seven(07) days of confirming vendor empanelment.
2. The above security deposit will be refunded to the vendors only on successful completion of the duration of empanelment i.e., one years from the date of commencement of empanelment. Any default on the part of the vendor will lead to forfeiture of security to IITRAM, Ahmedabad and the vendor will have no claim on it.
3. Within six months duration if three Purchase Order issued and successful bidder could not supply the ordered books within prescribed time limit, then security deposit will be forfeited.
4. However the order value exceeds **Rs.8,00,000/-** per annum, then security deposit amount will decided accordingly.

4 Evaluation of Quotations:

IITRAM will evaluate and compare the quotation determined to substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications. The evaluation will be done for technically qualified bidders based on the following parameters:

Quotation will be evaluated by calculating average of maximum discount offered by all bidders/publishers and first two maximum offered discount will be considered as L1 & L2.

5 Award of Contract:

IITRAM will award the contract to the bidder whose quotation has been determined to be substantially responsive and award of contract will be given to two parties who is at L1 and L2 at maximum offered discount.

1. Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
2. The Bidder should furnish the contract agreement and performance security within 15 days from the date of receipt of the order for supply of goods/services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.
3. The bidder whose bid is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
4. Institute will ensure almost equal placement of orders for commercial purpose.

6 Delivery of Books

1. The Indian books are to be delivered within a maximum time limit of **90 days** from the issue of purchase order. In case of imported books delivery within a maximum time limit of **120 days** from the issue of purchase order. Completion of delivery of books will be considered after receiving all the ordered books mentioned in purchase order at IITRAM. Party delivery of books will not be considered as a complete delivery.

2. Late Delivery: Late delivery beyond stipulated delivery period will lead to penalty of 2 % per week of order value. 4 week or more delay will lead to cancellation of order and forfeiting of EMD/PBG.
3. Only paperback, latest and low cost Editions of the Book/document are to be supplied wherever available.
4. Defective titles should be replace at the suppliers cost.
5. F.O.R. IITRAM, Ahmedabad.
6. Any Supplier/Dealer/Authorized Contractor who has been declared ineligible by World Bank/Government of India/ Government of Gujarat shall not be eligible to participate in this bid.
7. Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification.

7 Declarations should be appended by the Vendor/supplier /Publisher:

The approved Vendor shall append the following declaration on the Bills/Invoices:

1. Only latest editions have to be supplied and these are not reminder titles.
2. The prices have been correctly charged in accordance with the Publishers/Importers/Distributors Invoices and Publishers Catalogues.

8 Terms of Payment:

1. 100 percent payment will be released within 30 days credit period after acceptance of delivery of books at our site.
2. Payment will be made in Indian rupees only.

Address for submission of bid:
Registrar, IITRAM,
Near Khokhara Circle,
Maninagar (East),
Ahmedabad- 380026.

Registrar