



Institute of Infrastructure, Technology, Research And Management
(An Autonomous University established by Government of Gujarat)
IITRAM Campus, Parishkar Campus, Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026.
Phone: 079-67775430 / 67775406
E-mail: purchase@iitram.ac.in & library@iitram.ac.in
Website : www.iitram.ac.in

No.: IITRAM/EOI/Supply of Books /2024/2008

Date: 04/10/2024

Expression of Interest (EOI)

Name of Work	Empanelment of vendors for Supply of Books to Library at IITRAM
EMD	Rs. 25,000/- (Rupees: Twenty Five Thousand Rupees Only) <i>(Refundable)</i>
EOI Issue Date	04-10-2024
Last date & time for EOI Physical BID Submission	24-10-2024 Till 05:00 PM
Date & time for EOI BID Opening	25-10-2024 at 11:30 AM
EOI Inviting Authority and Address	The Registrar Institute of Infrastructure, Technology, Research And Management (IITRAM), Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: 079-67775430 / 67775406 E-mail: purchase@iitram.ac.in & library@iitram.ac.in

Institute of Infrastructure, Technology, Research And Management Ahmedabad

Date: 04/10/2024

INVITATION Empanelment of vendors for Supply of Books to Library at IITRAM

The Institute invites application for “Empanelment of Vendors for the Supply of Books” to the Library on prescribed format from reputed agency (i.e. vendor(s)/supplier(s)/distributor(s)/agents) in India. Interested agency may submit their application in the prescribed format given (Annexure I) at the end of this document, along with one copy each of the documents (as per the list given in Annexure II) at latest by 24/10/2024 till 17:00 hrs. at the office of the IITRAM, Near Khokhra Circle, Maninagar (East), Ahmedabad- 380026 by hand or via post in **SEALED** cover only.

PROCESS OF EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS

1. This empanelment documents can be downloaded from website www.iitram.ac.in. The empanelment documents filled in/complete in all respect must be submitted to the Registrar, IITRAM, Ahmedabad.
2. The response should be signed by an authorized signatory of the agency bearing his/her full name and designation, clearly indicated below the signature along with the official seal of the firm.
3. At any given point of time, if any of the documents furnished by the agency is found to be false; it would be deemed to be a breach of terms of contract making the concerned agency liable for legal action, besides termination of empanelment and forfeiture of security deposit.
4. The responses will be scrutinized and shortlisted as per the criteria given in the application form by a Committee, duly constituted by the Competent Authority of the Institute. The shortlisted agency will then, if required, need to be available for in person/virtual interaction on a date, which will be informed by email.
5. The EMD shall be submitted in the form of Demand Draft in separate cover in favor of the **“Registrar, Institute Of Infrastructure Technology Research And Management”** payable at Ahmedabad. The EMD is refundable after successful completion of empanelment. For the Agencies that are selected/empaneled, the DD of EMD already submitted at the time of submission will be retained as a **Security Deposit of Rs. 25,000/-** This amount will be refundable without any interest after successful completion of the term/contract of empanelment.

6. The Committee will recommend a panel of agency to the Competent Authority. The approved panel will be informed by email to the concerns.
7. This empanelment will be valid initially for one year and may be extended further, one year at a time, depending upon satisfactory performance at the sole discretion of the Institute.
8. Agency which is selected for the contract will have to execute a contract on a specified format using Rs. 300/- Non Judicial Stamp paper.
9. Incomplete or Conditional bid will not be considered.
10. The Institute will empanel a maximum of 03 (three) Agencies and shall be free to purchase books and printed materials from any one or more of them. However, a final decision on empanelment of the agency shall be made by the Institute authorities.
11. If more than 03 vendors are eligible as per defined criteria, then the empanelment for maximum 03 vendors shall be done based on following:
 - Highest turnover for the last financial year 2023-2024.
 - Vendors who have already been supplied with IITRAM and whose performance is satisfactory will be given weightage.
 - Vendors who have office in Ahmedabad/Gandhinagar cities for efficient and smooth handling of supply of books ordered will be given weightage

TERMS AND CONDITIONS FOR SUPPLY OF BOOKS

1. Bid Validity Period: 90 days.
2. The Institute reserves the right to add and/or drop any agency to/from its empaneled list, and/or to place purchase order(s) with any agency at any time, with the approval of competent authority.
3. Free delivery @IITRAM Library, Maninagar, Ahmedabad.
4. The discount quoted by the supplier shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
5. The initial period of Agreement will be for one year, which may be extended on mutual agreement of the IITRAM and the suppliers. However, during the period of agreement, there cannot be change in the terms and conditions of the contract.
6. The successful agency only, which has been given the contract has to provide all the books. Any other party or sub-agency should not be given the task by the selected agency. If found doing so, the security deposit will be forfeited, and the contract will be terminated.
7. If any agency by one or other way is found engaged in any sort of forcing or influencing on selection procedure, then such agency's empanelment will be disqualified.
8. The Institute may accept or reject any empaneled agency without assigning reasons thereof.
9. The changes in contract, cancellation of contract, cancellation of any term or condition as well as the interpretation of the same will be considered as per the only authority of the Institutional office.
10. All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.
11. Either party may terminate the contract by giving 3 months' notice to the other party without assigning any reasons, whatsoever.
12. It is mandatory for the agency to send an acknowledgment to the library through an email upon the receipt of every purchase order placed with them, which will be taken as an acceptance of the purchase order.
13. Any clarification/query regarding the purchase order should be sought from both the sides (Institute Library & Agency) within two (07) working days.
14. If agency is unable to supply the books from confirmed PO's within the stipulated time, as follow:
 - Maximum 30 days - for Indian titles
 - Maximum 60 days - for Foreign titles

In case, the agency needs some more time for supplying the books, it should seek in writing on sound grounds, further time from the Institute /concerned officer at least 07 (Seven) days before supply date expires.

Late delivery beyond stipulated delivery period will lead to penalty of 2% per week of order value. 4 weeks or more delay will lead to cancellation of order and forfeiting of Security deposit. This is without prejudice to any other right available to the Institute.

15. Book edition specifications:
 - The pirated Books are strictly prohibited, and it leads to immediate ban of the Agency from empanelment.
 - By default, latest, paperback, and Indian editions of books should be supplied.
 - In case of unavailability of paperback and Indian editions, clarification/permission should be sought from the agency, regarding supply of the available editions in lieu of the default.
16. Every invoice should certify that, "The prices charged in this invoice are the actual and current publisher's latest catalogue prices".
17. The Supplier shall append the declaration on the bill that— a.) Only the latest editions of the books etc. have been supplied. b.) The actual prices of Publications have been charged without any handling/postage charges. c.) These are not remaindered titles/ damaged books with missing pages. d.) The Indian/Low priced editions of these publications (if foreign) are not available in India.
18. Conversation Rates of Supply of books:
 - Institute will take a conversation rates of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for books and other materials.
19. Mandatory enclosures with invoice:
 - a) A copy of the publisher's invoice as price proof.
 - b) Every price proof and currency conversion proof should contain seal and authorized signature of the agency.
 - c) Invoices should be raised against one purchase order only. Title from different purchase order should not be combined and supplied under one invoice.
20. The books supplied against this order shall be checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by an agency free of cost, at the destination of supply.
21. The empaneled agency shall supply the books with minimum discount pattern given below.

Sr. No.	Category of Books/Other Materials	Rate of discount (%)	
		Books of Indian Publication	Books of Foreign Publication
1.	Up to Rs.5000/-	25 %	20%
2.	Rs. 5001/- to Rs. 10,000/-	25%	20%
3.	Rs. 10,001/- to Rs. 15,000/-	30%	25%
4.	More than Rs.15,000/-	30%	25%

5.	Government & Society/ Institutional Publication / Short discount titles	Publisher's price – (Discount earned) + up to 5% handling charges on net amount and supplier shall submit necessary documents as a proof relating to the same.
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22. Cancellation or Termination of successful bid: A agency shall be black-listed at the Occurrence of any of the following event:
- If the agency fails to deliver 85% of the books (titles) ordered in the P.O.
 - If at any time, found that the information provided by the agency in any form about publications, services and related matters are incorrect.
 - The Institute reserves the right to forfeit the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by the agency.
23. Empanelment means just eligibility of a bookseller to receive order for supply of the books if selected for purchase by IITRAM.
24. The IITRAM may empanel more than one agency and shall be free to purchase books and printed materials through any one or more of them.
25. Damaged books, books with missing pages shall have to be accepted back by the supplier evenafter such books have been stamped for accessioning.
26. Any agency found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune IITRAM may deem fit.
27. The IITRAM reserves the right to reject any or all empaneled agency without assigning any reason or cancel the process at any time.

Registrar

Annexure-I

FORMAT FOR SUBMISSION OF AGENCY DETAILS (DATA SHEET TO BE SUBMITTED AT IITRAM)

Sr. No.	Particulars	Details to be filled by the Agency
1	Name of Agency/ organization/ establishment/ company	
2	Registered Office Address: Telephone Number: Fax number: email:	
3	Correspondence Address : Telephone Number: Fax number: email:	
4	Details of the authorized person (Name, designation, address): Telephone Number: Fax number: email:	
5	Is the firm - <ul style="list-style-type: none">• Government/Public Sector Undertaking• Proprietary Firm• Partnership firm (if yes, give partnership deed)• Limited Company or Limited Corporation• Member of a group of companies (if yes, give name and address, and description of other companies):• Subsidiary of a large corporation (if yes, give the name and address) of the parent organization)• If the company is subsidiary, state what involvement if any, will the parent company have in the project	
6	Permanent Account Number (PAN) of the firm	
7	GST Number of the firm	
8	Is the firm blacklisted in Semi Government/ State Government / Central Government / Government Undertaking? If Yes, provide the detail.	YES / NO

Client's List: Please attach Separate sheet showing the client list of only Govt./Semi Govt. department with name and addresses of the department.

Date:

Name of Authorized Person

Time:

with Sign and Stamp

(To be printed on Firm's Letter Head)

Annexure-II

Declaration by the Agency

1. I/We certify that I/We have gone through and agree to the terms & conditions of EOI and undertake to comply with them during the currency of the contract period.
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in future EOI/tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by the IITRAM in this connection including penalty etc.
5. I/We understand that IITRAM reserves the right to reject any or all EOI including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide services on time, IITRAM is free to obtain services from other service provider at my/our risk and cost.

Date:
Time:

Name of Authorized Person
with Sign and Stamp

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

Annexure III

**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY
OF BOOKS TO LIBRARY AT IITRAM**

To,
The Registrar
IITRAM
Ahmedabad, Gujarat- 380026.

Dear Sir,

In response to your announcement for registration and empanelment of vendors for supply of books to Library, IITRAM. Please find duly filled application form along with application fee and relevant documents with sign and stamp.

Sr. No.	List of documents attached (self-attested)	Please mention below Yes/No based on your submitted documents	Page Numbers
Name of your Agency:			
1	Copy of Agency registration		
2	Copy of PAN Card		
3	Copy of GST registration		
4	Proof of registered office in India with communication address and contact number		
5	Certificate of Authorized publisher / distributor / vendor		
6	Certificate of registered members of National / State trade federation e.g. AIPB, FPBA, etc.		
7	Income tax return of last three year		
8	Copy of purchase orders given by State or Central Government organization or Government undertaking institute/organization within 5 years		
9	CA statement showing annual turnover of last three years		
10	Duly filled, signed & stamped on each page of document & all enclosures		
11	DD of EMD Deposit (Rs.25000/-)		
12	Annexure-I		
13	Annexure-II (Declaration)		

**Authorized Sign & Seal of
Vendor/Distributor/Agent**