



**Indian Institute of Technology Bhilai (IIT Bhilai)**

**GEC Campus, Old Dhamtari Road, Sejbahar, Raipur, Chhattisgarh, India – 492015**

[www.iitbhilai.ac.in](http://www.iitbhilai.ac.in)

**Request for proposal (RFP) for Empanelment of Vendors for the Supply of Textbooks, Technical Reference Books, General Reference Books (Handbooks, Encyclopedias, Directories, Yearbooks, Maps, Charts, Dictionaries) and Hindi/other Regional Language Books to the Central Library, IIT Bhilai**

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## Section 1: Introduction

Indian Institute of Technology Bhilai, an institute of national importance under the Ministry of Education, Govt of India invites proposal for Empanelment of Vendors for the Supply of TextBooks, Technical Reference Books, General Reference Books (Handbook, Encyclopedia, Directory, Yearbook, Map, Chart, Dictionary) and Hindi/other Regional Language Books from the reputed registered book Suppliers/Vendors/distributors/library suppliers to the Central Library, IIT Bhilai. The annual estimated procurement of books would be approx INR 14 Lakhs (average).

Tender/RFP Documents may be downloaded from Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). Proposers are advised to submit duly filled proposals as per the following schedule:

Request for Proposal (RFP) No & Date	IITBH/LIB/2021-22/EMP Dated: 22/03/2022
Place of Supply etc.	Central Library, Indian Institute of Technology Bhilai GEC Campus, Old Dhamtari Road, Sejbahar, Raipur-492015, Chhattisgarh <i>(Any change in location shall be intimated accordingly)</i>
Proposal Submission Start Date	22/03/2022, 15:00 Hrs
Last Date of Submission of Proposal	12/04/2022, 15:00 Hrs
Date of Opening of Proposals	13/04/2022, 15:00 Hrs
Empanelment Processing Fee & Security Deposit	Empanelment Processing - Rs. 500/- (non refundable) Security Deposit – Rs. 25,000.00 (refundable) should be paid using SBI i-collect Link <a href="https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646425">https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646425</a> Step1. Click checkbox to proceed for payment. Step2. Select Empanelment for Library Supplies Step3. Fill all Details and Submit (This online payment receipt should be provided with the proposal)
Place of Opening of Proposals	Online - E-procurement Portal
Contact Information	Indian Institute of Technology Bhilai, GEC Campus, Old Dhamtari Road, Sejbahar, Raipur 492015, Chhattisgarh For CPP portal related queries: Phone: 0771-2551300 Extension-6207 Email: <a href="mailto:sp@iitbhilai.ac.in">sp@iitbhilai.ac.in</a> For technical queries: Phone: 0771-2551300 Extension-6211 Email: <a href="mailto:library@iitbhilai.ac.in">library@iitbhilai.ac.in</a>

## Section 2: Instructions for Online Proposal Submission

The proposers are required to submit their proposals electronically on the CPP Portal using valid Digital Signature Certificates. Certain instructions are given below to guide the proposer for registration on the CPP Portal, prepare their proposals in accordance with the requirements and submit their proposals online on the CPP Portal.

### Registration Process

- a. If a proposer is not registered at the eProcurement portal, such proposer should enrol/register on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enrol". Enrolment on the CPP Portal is free of charge.
- b. The proposer to choose a unique username and assign a password for their accounts. Proposers are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- c. The proposer to register upon enrolment of their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- d. Only one valid DSC should be registered by a proposer. Please note that the proposers are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. *Foreign proposers are advised to refer "DSC details for Foreign proposers" for Digital Signature requirements on the portal.*
- e. Proposer then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

### Tender Documents Search

- a. Various built in options are available in the CPP Portal to facilitate proposers to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value etc.
- b. There is also an option of advanced search for tenders, wherein the proposer may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- c. Once the proposers have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the proposer through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d. The proposer should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### Proposal Preparation

- a. Proposer should also take into account of the corrigendum published related to the tender before submitting their proposals.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the proposal.
- c. Please note the number of covers in which the proposal documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the proposal.
- d. Proposer, in advance, should get ready the proposal documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Proposal documents may be scanned with **100 dpi with black and white option**.

- e. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every proposal, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the proposer. Proposers can use the “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a proposal, and need not be uploaded again and again. This will lead to a reduction in the time required for the proposal submission process.

### **Proposal Submission**

- a. Proposer to log into the site well in advance for proposal submission so that he/she uploads the proposal in time i.e. on or before the proposal submission time. Proposer will be responsible for any delay due to other issues.
- b. Proposer to digitally sign and upload the required proposal documents one by one as indicated in the RFP document.
- c. Proposer to select the payment option as “Off-line” to pay the tender fee/ EMD wherever applicable and enter details of the instrument in SBI i-collect.
- d. A standard BoQ format has also been uploaded along with the tender document to be filled by all the proposers. Proposers to note that they should necessarily submit their financial proposals in the prescribed format and no other format is acceptable.
- e. The server time (which is displayed on the proposer’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the proposals by the proposer, opening of proposals etc. The proposer should follow this time during proposal submission.
- f. All the documents being submitted by the proposer would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of proposal opening.
- g. The uploaded proposal documents become readable only after the tender opening by the authorized proposal openers.
- h. Upon the successful and timely submission of proposals, the portal will give a successful proposal submission message & a proposal summary will be displayed with the proposal no. and the date & time of submission of the proposal with all other relevant details.
- i. Kindly add scanned PDF of all relevant documents in a single PDF file of the compliance sheet.

### **Assistance to proposers**

- a. Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the RFP Inviting Authority or the relevant contact person indicated in the RFP document.
- b. Any queries relating to the process of online proposal submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 0120-4001005**.

### **General Instructions to the proposers**

- a. The proposals will be received online through the portal <https://eprocure.gov.in/eprocure/app>. In the Technical proposals, the proposers are required to upload all the documents in pdf format.
- b. Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company’s name is a prerequisite for registration and participating in the proposal submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link information about DSC.
- c. **Tenderers/Proposer are advised to follow the instructions provided in the ‘Instructions to the Tenderers/Proposer for the e-Submission of the proposals online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’.**

### Section 3: Estimated Annual Requirement in Different Categories of Books

Sl. No.	Categories of Books	Amount (INR)
1.	Text Books	8-12 Lakh
2.	Technical Reference Books	1-5 Lakh
3.	General Reference Books (Handbook, Encyclopedia, Directory, Yearbook, Map, Chart, Dictionary), and Hindi/other Regional Language Books	0.50 -1 Lakh

\*\* The above is the tentative requirement during the financial year, which may increase/ decrease in future. IIT, Bhilai does not guarantee the quantum of requirement for the year.

### Section 4: Who can participate

The proposer,

- must be a registered firm (individual/ proprietary firm, partnership firm, limited company or corporation), registered with concerned authorities of state/central such as DIC, Registrar of Companies or similar authorities.
- must have a valid GST registration certificate.
- must have a valid PAN/TAN.

### Section 5: Security Deposit

- The proposal must be accompanied by the prescribed amount (refer section 1) as security deposit.
- The proposal without prescribed security deposit shall be summarily rejected irrespective of technical/ financial proposal documents.
- The security deposit shall be returned to the unsuccessful proposer(s) within 30 days after completion of the empanelment process without any interest.
- The security deposit for an empaneled vendor shall be returned without any interest after the period of empanelment.

### Section 6: Eligibility Criteria

- Proposer must be able to participate as per condition given in section-3 (Copies of registration certificate, GST certificate and PAN/TAN must be submitted).
- Proposer must be empanelled/ registered for supplying books with at least two central govt institutions (e.g. IITs, IISc, IISERs, IIMs, NID, NITs, IPR etc.) state govt. institutions, or other research labs like CSIR, DRDO, CDAC, CDOT, PRL etc. A reference from these institutions needs to be submitted as per **Annexure-II**. Only those vendors whose performance is "excellent" or "good" shall be eligible to participate in this empanelment process.
- The proposer must have supplied books worth INR 25,000/year to at least three institutions for the past three years in each year as listed in (b) whether empanelled or not. Copies of purchase orders (POs) must be attached as a proof.
- Proposer must have a minimum average annual turnover of Rs 25 Lakhs in the last three consecutive financial years namely 2020-21, 2019-20 and 2018-19 and it must not be a loss-making entity in the last 3 financial years namely 2020-21, 2019-20 and 2018-19. (A certificate from a qualified chartered accountant must be attached **as per annexure-III**).
- Proposer should not have been debarred/ blacklisted by any Government Organization. To this effect the proposer must attach a self declaration form **as per annexure - IV**.
- Proposer must be a member of Federation of Publishers' and Booksellers' Association of India (FPBAI) or any other State / National Association(s) of book suppliers. A copy of the registration/membership certificate must be attached.

**Note:**

- The proposal from a proposer not meeting the minimum eligibility criteria shall not be entertained and rejected summarily.
- The institute is not bound to accept all the qualified proposers and reserves the right to accept or reject any or all proposals without assigning any reasons thereof. The acceptance of the qualified proposer rests with the institute on its selection criteria.
- Merely meeting the minimum eligibility criteria shall not entitle a proposer to be considered. The evaluation criteria and shortlisting procedure of the proposer shall be used for the next step.

**Section 7: Evaluation criteria**

The proposal received within the due date and time would be scrutinized by the institute for the eligible proposer(s) (as per section-5). Further the eligible proposals shall be evaluated on the following parameters based on the submission of documents.

Sl. No	Particulars	Max Marks	Criteria for Marks Distribution				
1.	Average annual Turnover in the last 3 Financial Years  <b>(A)</b>	20	25 to 50 lakh	>50 to 75 lakh	>75 lakh to 1.5 Cr	above 1.5 Cr	
			5 mark	10 marks	15 marks	20 marks	
2.	Age of Establishment as on the closure date of proposal  <b>(B)</b>	20	>3 to 5 years	>5 to 10 years	>10 years or more		
			5 marks	10 marks	20 marks		
3.	Number of Copies of formal agreement with the reputed Publisher/Distributor/Others in the books business (in the field of technical books/ journals (Such as Wiley, Taylor and Francis, Springer, Elsevier etc) in English language for multinational markets)  <b>(C)</b>	10	1-2	3 to 5	above 5		
			3 marks	5 marks	10 marks		
4.	Metric for assured minimum discount as per Annexure-V  <b>(D)</b>	30	5%	>5 to 10%	> 10% to 20%	> 20% to 30%	> 30 to 40%
			1 mark	5 marks	10 marks	20 marks	30 marks
<b>Total Maximum Marks</b>		<b>80</b>					

## Section 8: Process of Shortlisting and Empanelment

### 8.1 Process of Shortlisting

1. The institute shall examine/ evaluate the proposals to determine whether they,
  - a. Fulfil the minimum eligibility criteria and have submitted the requisite documents.
  - b. Requisite security deposit and processing fee have been furnished.
2. In order to facilitate the shortlisting process, proposer must ensure that
  - a. The proposal has been properly signed and stamped on each page.
  - b. Each page of the proposal has been numbered properly, as per the sequence of documents provided in the check-list of **Annexure-I**.
3. Prior to empanelment, the Institute shall first conduct a **shortlisting of eligible proposers**. Shortlisting process shall be carried-out in two subsequent phases.
4. In the first phase, the institute shall screen those proposer(s) (i) who are eligible as per the criteria mentioned in section 6, and (ii) if proposer has paid security deposit and empanelment processing fees. Not meeting (i) and (ii) shall lead to rejection of the proposal and won't be taken for the second phase of empanelment process.
5. In the second phase, the Institute shall provide marks in various parameters (A, B, C, and D) mentioned in section-7, only to the eligible proposers obtained after the first phase mentioned above (4). Total marks obtained by a proposer shall be calculated as A+B+C+D.
6. The institute shall also have the right to fix a certain 'total marks' to restrict the number of proposer(s) for empanelment. Proposers having beyond a certain threshold of 'total marks' shall be shortlisted for empanelment. Thus a proposal with higher 'total marks' will have a better chance to be empaneled. IIT Bhilai reserves the right to approve or reject any or all the proposer(s), whose decision will be final in all cases in respect of acceptance/ rejection.
7. After the second phase of shortlisting, IIT Bhilai library shall inform the successful proposers (individually) via official email of the vendor (as mentioned in the CPP portal) about the acceptance of their proposal. During this email communication, 'effective date of empanelment', 'proposal number', and 'proposal submission date' shall be mentioned which shall be used for **Annexure-VI**.

### 8.2 Process of Empanelment

1. The '**empanelment process**' shall be carried out in two subsequent phases, upon notification to the successful proposers.
2. As a first phase of 'empanelment process', the notified successful proposer(s) shall execute an agreement with IIT Bhilai as per **Annexure-VI**. In the **Annexure-VI**, the Proposer shall write the 'effective date of empanelment' along with other details such as 'proposal number', and 'proposal submission date'. After execution of the **Annexure-VI**, the proposer must send the scanned copy (from their official email ID) to 'library@iitbhilai.ac.in' on or before the 'effective date of empanelment'. **If the executed copy is not submitted on or before the 'effective date of empanelment', the successful proposal shall not be considered for empanelment at IIT Bhilai and proposer shall lose the opportunity even if the proposer is eligible for empanelment.**
3. In the second phase of empanelment, IIT Bhilai will also execute the **Annexure-VI** (on the same agreement copy executed by the proposer). After execution from IIT Bhilai, the scanned copy of the **Annexure-VI** shall be returned to the proposer via email.
4. The 'successful proposer' who has executed the agreement with 'IIT Bhilai', shall be referred to as 'Empanelled Vendor' for the next section (section 9) of this RFP document. The names of the 'empaneled vendors' will be displayed on the website of the Institute on the next day of 'effective date of empanelment'.

5. IIT Bhilai shall start procurement of books from empaneled vendors only after the 'effective date of empanelment'.
6. Empaneled vendors must follow the 'terms and conditions for ordering of books' mentioned in section 9.

## Section 9: General Terms and Conditions for Ordering of Books

### 1. Enquiry on availability of books :

- a. The library may place an email (from [library@iitbhilai.ac.in](mailto:library@iitbhilai.ac.in)) enquiry with all the empanelled vendors via email ID of the empaneled vendors (as mentioned in the CPP portal) for the required titles and number of copies of each thereof.
- b. On receipt of the email from IIT Bhilai Library, the empanelled vendors having the books available as per enquiry have to respond within the stipulated time (3-5 days from the day of enquiry) quoting titles available with number of copies, unit price and discount offered as per the template provided by IIT Bhilai alongwith the enquiry. Responses sent beyond the last date won't be considered.
- c. The preferred mode of communication will be by official email (as mentioned in the CPP portal) to save delay in postal communication.
- d. Unless otherwise mentioned, only **the latest** editions of the books, Indian edition whichever available, must be quoted.
- e. In the response to the enquiry, it is mandatory that vendors should mention the price and discount they are going to offer for each title.
- f. The price and offered discount should be valid for at least 30 days from the date of enquiry sent from IIT Bhilai to empaneled vendors.

### 2. Placement of purchase orders and its acknowledgement:

- a. Order will be placed to the empaneled vendor who offers the **least price after providing maximum discount on MRP** on each 'title of the book'.
- b. IIT Bhilai library may not place purchase order for all of the enquired 'list of titles' or 'number of copies of each title'. While placing the purchase order, IIT Bhilai library holds the right to increase or decrease the 'number of copies' of a particular 'title' against the enquired list only.
- c. Sending the acknowledgement of the receipt of purchase order by email, which is taken as acceptance of the purchase order is mandatory.
- d. If two or more empaneled vendors offer the same '**least price after providing maximum discount on MRP**', the order shall be placed to the vendor who obtained higher 'total marks' as per section-7. If the 'total marks' are observed to be the same for two or more such empaneled vendors, Library reserves its rights of exercising its choice to place the order to any of the 'empaneled vendor' (among those, who have participated in offering).
- e. IIT Bhilai shall reserve its right on placing the purchase order on all or some or none of the items for which the enquiry is sent. Further depending upon the per item offer, IIT Bhilai may divide the purchase order on more than one empaneled vendor.
- f. Supply of books has to be made strictly against the purchase order(s).
- g. The supply should be made as per the order only which includes correct details about title, author, ISBN, publisher, price (quoted) etc. If changes are there in any of above particulars, the vendor should seek prior permission from the library before supplying the same.
- h. Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the purchase order through email.



### 3. Time frame for Supply :

- a. The books shall be supplied, as per the purchase order and the detailed list sent with each order, within the shortest turnaround time not more than **four weeks (i.e. 28 days)** for Indian books and **eight weeks (i.e. 56 days)** for foreign books.
- b. If a vendor is unable to supply book(s) from confirmed PO(s) within the stipulated period, without any valid reason, a penalty of 0.5% per week or part thereof subject to maximum upto 2% shall be imposed on the cost of the books, which are delayed in supply.
- c. If the requested title(s) is "Out of Print", "Out of Stock" or "Print on Demand" (POD), the vendor shall make a request for extension of time for supply (within the due date of supply as mentioned in 3a) and such request should be made with valid supporting documentary proof. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockist, the Library may consider extension of time.

### 4. Cancellations of Purchase Orders:

- a. If the empanelled vendor(s) fails to supply the entire order or part thereof, within the stipulated time without sending any written communication to the library regarding delay or their inability to supply the ordered title(s), then the purchase order stand cancelled and in such cases the Institute reserves the right to drop the vendor(s) from its empanelled list after providing an opportunity to represent their case. The decision of accepting supply of cancelled titles is at the sole discretion of the Library and the decision of the Competent Authority shall be final in this regard. Furthermore, IIT Bhilai shall have the right to obtain those book(s) from other empaneled vendors (who have participated during enquiry) at the cost of the defaulting vendor offering the next higher discount.
- b. In case the vendor(s) regrets (via email communication) supplying the titles mentioned in the Purchase Order due to any reason, the Purchase Order will be cancelled, and a fresh Purchase Order will be placed on another vendor offering the next higher discount at the cost of the defaulting vendor.

### 5. Delivery of Books :

- a. Only new books in no-damaged condition must be delivered.
- b. The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library. However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be the sole responsibility of the supplier. Secure and safe delivery of books at Central Library, IIT Bhilai as per approval order is the responsibility of the empaneled vendor alone.
- c. Supplier shall deliver the books to the following address **at their own cost** and that should be **free of freight and handling charges:**

Central Library, Indian Institute of Technology Bhilai

Room No. 310,3rd Floor, Academic Block,

GEC Campus, Sejbahar, Raipur-492015

Chhattisgarh

Email: library@iitbhilai.ac.in

Phone: 0771-2551300 Extension: 6211

*(Any change in location shall be intimated accordingly)*

- d. **Return of Defective Books:** If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition or the images/graphical presentations/figures are not clearly visible, 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 stipulated time (30 days) period.

- e. **Edition:** Only the current/latest edition of the book is required to be supplied if not specifically mentioned in the purchase order. By default, paperback and preferably the Indian editions of books should be supplied. 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. If any subsequent edition to the one mentioned in the purchase order is published and is available in the market, the details of the same may be intimated to the library for approval before executing the supply. If only 'foreign edition' is available in the market, the details of the same may be intimated to the library for approval before executing the supply.
- f. **Pirated** books are strictly prohibited to be supplied. It shall lead to immediate disengagement from empanelment and forfeiture of Security Deposit. The corresponding vendor shall also lose its chances for further empanelment.
- g. **Publisher/Distributor:** Vendors will procure the ordered books through only the registered book publishers/ distributors and submit the required documents as a proof.

#### **6. Submission of Invoices:**

- a. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- b. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- c. The price charged in the invoice should be the MRP minus applicable discounts, if any as per the purchase order. The price cannot exceed the MRP in any case. In case the MRP is not known, the same shall be verified from the official website of the publisher.
- d. Copies of the original invoices received from the publishers/distributors/importers and publisher catalogues should be attached to the invoice as documentary proof (two copies) for price verification.
- e. Manually stamped price and sticker price on the book will not be accepted.
- f. The TT Selling Rate of Nationalized Banks / Reserve Bank of India (RBI) / Financial Benchmarks India Pvt. Ltd. (FBIL) as applicable on the date of the invoice only should be followed and should also be clearly indicated on the invoice. The proof of currency conversion rate with date must be attached with the respective invoice. Every price and currency conversion proof should have a seal and authorized signature of the vendor.
- g. Every Price proof and currency conversion proof should contain a seal and authorized signature of the vendor. Invoice should be raised in favour of and at the address given above in section 5(c).
- h. Invoices should be raised against one purchase order only. Titles from different purchase orders should not be combined and supplied under one invoice.
- i. The prices in the invoice should be indicated in original currencies.
- j. Each invoice should also have vendor's GSTIN and Income Tax Permanent Account Number (PAN) and Bank Transaction details for online transfer through NEFT/ wire-transfer etc.
- k. Any taxes (i.e. GST, IGST, TDS etc.) wherever applicable and /or levied by Govt. of India from time to time will be applicable.
- l. **Undertaking: Each invoice should certify the following:**
  - The prices charged in this invoice are the actual and current publisher's prices as billed to us and are **true, correct and also the lowest to IIT Bhilai compared to other customers or in the market.**

- The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue. A copy of the publisher's invoice should be submitted as a price proof without any cuttings and should contain a seal and authorized signature of the empaneled vendor.
  - We have supplied the latest editions, and they are not remaindered titles.
  - A prevalent currency exchange rate as fixed by Nationalized Bank/ Reserve Bank of India / Financial Benchmarks India Pvt. Ltd. (FBIL) has been applied, currency conversion proof should contain seal and authorized signature of the vendor.
  - The book(s) supplied against this order have been checked against defects in collation, binding and condition of accompanying material viz., CDs/DVDs, and for other physical conditions. If any defects are detected later, the defective book(s) would be replaced by us free of cost, at the destination of supply.
7. **Payment Terms:** If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Central Library will process the bills and forward the same to accounts section for payment processing, within 30 days from the date of bills received at Central Library.
  8. **Validity:** The Empanelment will be valid for a total period of three (03) years, which may be extended further, depending upon satisfactory performance of the empanelled vendor(s). This shall be intimated via email. The empanelment shall be counted from the "effective date of empanelment"-as per **annexure-VI**. An empaneled vendor shall have a right to withdrawn from empanelment by giving 3 month notice.
  9. **Rights of the Library:** The Library reserves the right to cancel an order at any time without assigning any reason thereof, change or modify or amend or substitute any clause in the terms and conditions listed above, procure the book(s) from any other source if available, skipping the empaneled vendors, when all the empaneled vendors fail to supply the said books.
  10. **Indemnity:** Empanelled vendor(s) shall save, indemnify and hold harmless IIT Bhilai from any third-party government claims, losses, penalties, if any, arising in connection with this empanelment.
  11. **Disputes:** Any disputes and/ or difference of opinion arising shall be referred to the Director of the Institute or his nominee and whose decision shall be final and binding on both the parties/vendors.
  12. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to Raipur/ Bhilai jurisdiction only.
  13. **Termination:** Empanelment may be terminated within the period of currency at the sole discretion of the Institute by giving notice without assigning any reason thereof including:
    - a. In case of breach of any terms and conditions mentioned in section 9, or unsatisfactory / inefficient working on the part of the vendor.
    - b. If at any time, it is found that the information provided by the empanelled vendor in any form about services and related matters are incorrect and result in losses in any form to the Institute.
  14. The Institute reserves the right to
    - a. change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time. Any change shall be notified to the vendors over email.
    - b. approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
    - c. add and/or drop any empaneled vendor to/from its empanelled list, and/or to place purchase order(s) with any empaneled vendor at any time, with the approval of Competent Authority.

- d.** add any item such as CDs/DVDs/Audio Video Material/Electronic Media/e-Books to place purchase order(s) with any empaneled vendor(s) at any time, with the approval of Competent Authority.
- 15.** IIT Bhilai does not bind itself to place the purchase order to any of the empaneled vendors.

**Check list of enclosures**

The following checklist duly filled-in by the interested proposer(s) shall be required to be furnished along with the proposal.

Sl. No.	Eligibility Criteria	Submitted (Yes/ No)	Page No.
1	Registration certificate of the firm (including the year of starting of the firm with Registration number/date)		
2	Copy of GST Registration Certificate		
3	Copy of PAN/TAN		
4	Proof of depositing the prescribed amount of security deposit and processing fee. (Transaction reference number)		
5	At least 2 references ( <b>as per annexure - II</b> ) of central govt institutions (e.g. IITs, IISc, IISERs, IIMs, NID, NITs, IPR etc.) state govt. institutions, or other research labs like CSIR, DRDO, CDAC, CDOT, PRL etc.		
6	Copies of purchase orders worth INR 25,000/year to at least 3 institutions (as listed in (5)) for the past three years in each year whether empanelled or not.		
7	Documents <b>as per annexure - III</b> in support of minimum average annual turnover of Rs 25 Lakhs in the last three consecutive financial years i.e. 2020-21, 2019-20 and 2018-19		
8	Copies of formal agreement with the reputed Publisher/Distributor/Others in the books business		
9	Copy of Self Declaration Form <b>as per annexure - IV</b>		
10	Copy of registration/membership certificate with Federation of Publishers' and Booksellers' Association of India (FPBAI) or any other State / National Association(s) of book suppliers		
11	Copy of Assured Minimum Discount <b>as per annexure - V</b>		
12	Signed copy of the complete RFP		

Signature of authorized person of the Firm/Partners/Proprietors

***Feedback cum Experience Certificate Format***

***(to be issued on the client's letterhead, with whom they are empanelled)***

**To whom it may concern**

This is to certify that M/s <vendor\_name> has been empanelled/ registered with our organization since <dd/mm/yyyy>. During the period of empanelment, it has been actively participating in the enquiry for supply of books etc. The services/ supply of the agency is/ was found to be

(Please tick, where applicable)

<b>Excellent</b>	<input type="checkbox"/>	<b>Good</b>	<input type="checkbox"/>	<b>Satisfactory</b>	<input type="checkbox"/>	<b>Poor</b>	<input type="checkbox"/>
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Place:

Date:

(Authorized Signatory)

***(to be issued by a Chartered Accountant)***

**To whom it may concern**

This is to certify that I/ we have examined the books of account of M/s ..... established in the year ..... located at ..... with regard to its/ their annual turnover. The annual turnover of the firm for the last three financial years is as under.

<b>Financial Year</b>	<b>Annual Turnover</b>	<b>Profit/Loss</b>
2018-19		
2019-20		
2020-21		

This is further certified that the above turnover is in line with the turnover declared by the firm in its/ their Income Tax Returns filed under PAN No. This is also certified that the firm is not a loss-making entity in the last three financial years (2018-19, 2019-2020 and 2020-21) and has not defaulted in any payment of tax during these financial years.

Seal and signature of the Chartered Accountant

***(to be submitted on proposer's letterhead)***

**DECLARATION**

1. I/We \_\_\_\_\_  
(Names of proprietor(s)/partners) hereby declare that the information provided in this proposal is true to the best of our knowledge and belief.
2. I/We have read and understood all the "Terms and Conditions for Ordering of Books" of Central Library, IIT Bhilai, as mentioned in this document and consciously agree to abide by them.
3. I/We also hereby declare that all matters related to Indian Institute of Technology Bhilai shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of IIT, Bhilai.
4. Mr. \_\_\_\_\_ whose signatures are appearing below, is/are the authorized representative(s) of the firm.
5. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.
6. I/We also hereby declare that we are not debarred/blacklisted by the Central Government/ State Government/ or Public Sector Undertaking/any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Place:

Date:

Signature of authorized person of the Firm/Partners/Proprietors



**Assured Minimum Discount**

Discount offered shall be a reference for future enquiries. On every call of quotations, the highest offer discount, additional discount, if any shall be considered for placing order.

Sl.No.	Description of Books	Foreign Edition	Indian Edition
		minimum discount offered in %	minimum discount offered in %
1.	Text Books	<<V.1>>	<<V.4>>
2.	Technical Reference Books	<<V.2>>	<<V.5>>
3.	General Reference Books (Handbook, Encyclopaedia, Directory, Yearbooks, Map, chart, Dictionary and such as Hindi/Sanskrit/Other Regional Language Books)	<<V.3>>	<<V.6>>

**Formula for the purpose of evaluation (as per section-6) for the minimum assured discount offered by the proposer:**

- The metric for minimum discount offered (D) shall be computed as following,  
$$D = 0.2 \times \langle\langle V.1 \rangle\rangle + 0.2 \times \langle\langle V.2 \rangle\rangle + 0.1 \times \langle\langle V.3 \rangle\rangle + 0.2 \times \langle\langle V.4 \rangle\rangle + 0.2 \times \langle\langle V.5 \rangle\rangle + 0.1 \times \langle\langle V.6 \rangle\rangle$$
  
D shall be used to compute marks for evaluation criteria as given in section-7.

***(Format of agreement to be executed with successful proposer for empanelment)***

***Empanelment Agreement***

***(This agreement must be submitted by the successful proposer on or before the 'effective date of the empanelment'; the 'effective date' shall be notified via email, only after the shortlisting of successful proposer(s) for empanelment with IIT Bhilai)***

This AGREEMENT is made and executed between,

Indian Institute of Technology Bhilai, an Institute of national importance, having its current office at the campus of Govt. Engineering College Campus, Sejbahar, Raipur 492 015, Chhattisgarh, – (hereinafter called "IIT Bhilai", which expression shall unless repugnant to the context or meaning thereof be deemed to include its executors, administrators and assigns),

AND

M/s. .... (name of successful proposer) having its registered office at ..... (hereinafter called 'successful proposer', which expression shall unless repugnant to the context or meaning thereof be deemed to include its executors, administrators and assignees).

Whereas, IIT Bhilai vide its RFP# IITBH/LIB/EMP/2021-22/EMP dated: 22/03/2022 is desirous of empanelling a Vendor for supply of Text Books, Technical Reference Books, General Reference Books (Handbook, Encyclopaedia, Directory, Yearbook, Map, Chart, dictionary) and Hindi/other Regional Language Books to the Central Library of IIT Bhilai, and has accepted the 'proposal' of the proposer and empaneled as its vendor (without prejudice to its right to empanel more Vendor).

Whereas, in response to the request for proposal (RFP) mentioned above, the successful proposer has approached IIT Bhilai requesting to empanel it for supply of Textbooks, Technical Reference Books and General Reference Books.

Now, both the parties agree to abide as under:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the RFP# IITBH/LIB/2021-22/EMP, dated: 22/03/2022.
2. The following documents shall be deemed to form and be read and construed as part of this agreement.
  - a. Request for proposal (RFP) along with 'eligibility criteria' and 'general terms and conditions for ordering books'.

- b. Proposal of the empaneled vendor towards the empanelment for supply of textbooks, technical reference books and general reference books with all documents as per checklist of enclosures given in the RFP.
3. In consideration of the payment to be made by IIT Bhilai to the successful proposer, the successful proposer hereby assure IIT Bhilai to execute and complete the supply of TextBooks, Technical Reference Books and General Reference Books etc at a price which shall not be higher than the price after applying minimum assured discount and to deal with the defective books as per the 'general terms and conditions for ordering of books' mentioned in RFP document.
  4. The RFP ref no. IITBH/LIB/2021-22/EMP dated 22/03/2022 and the proposal no. \_\_\_\_\_ dated \_\_\_\_ [proposal submission date] \_\_\_\_ are an integral part of this agreement. (*'proposal number' of the proposer and 'submission date' shall be communicated to the successful proposer after shortlisting and to be filled by the proposer*)
  5. The effective date of the empanelment shall be ..... (*to be communicated to the successful proposer after shortlisting and should be filled by the proposer*).
  6. After execution of this agreement by both 'successful proposer' and 'IIT Bhilai', the 'successful proposer' shall be called as 'empaneled vendor' of IIT Bhilai.

Signed this agreement in witness thereof.

Authorized signatory on behalf of IIT Bhilai

Signature of authorized person of the  
firm/Partners/Proprietors

**Seal and sign**

**Seal and sign**

**Witness**

**Witness**