



अटल बिहारी वाजपेयी-भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान, ग्वालियर
(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय भारत सरकार के तहत)
मुंरैना लिंक रोड, ग्वालियर, मध्य प्रदेश – 474015

Atal Bihari Vajpayee-Indian Institute of Information Technology and Management, Gwalior
(An Institute of National Importance under Ministry of Education, Government India)
Morena link Road, Gwalior, Madhya Pradesh 474015

No. ABV-IIITM/Reg./2024-25/5080

Date: 24.08.2024

अटल बिहारी वाजपेयी भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान, ग्वालियर
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मुंरैना लिंक रोड, ग्वालियर-474015 (म. प्र.)

Atal Bihari Vajpayee Indian Institute of Information Technology and
Management, Gwalior
Morena Link Road, Gwalior-474015 (M.P.)

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Web: www.iiitm.ac.in;

E-mail: library@iiitm.ac.in



विश्वजीवनामृतं ज्ञानम्

एबीवी – आई आई आई टी एम ग्वालियर के शिक्षण संसाधन केंद्र के लिए पुस्तक
आपूर्तिकर्ताओं/वितरक/प्रकाशकों के पैनल के लिए सूचना

NOTICE FOR EMPANELMENT OF BOOK SUPPLIER/DISTRIBUTORS/PUBLISHERS FOR LEARNING RESOURCE CENTER OF THE ABV-IIITM, GWALIOR

Note:

- The Empanelment for book supplier document, corrigendum (if any), and any further updates will be available on the website of ABV-IIITM Gwalior <https://iiitm.ac.in>
- Please submitted your application through email at library@iiitm.ac.in or send hard copy at to The Learning Resource Center, Atal Bihari Vajpayee Indian Institute of Information Technology and Management, Gwalior, Morena Link Road, Gwalior-474015 (M.P.). The last date of apply is 14th September 2024.
- ABV-IIITM Gwalior shall not be responsible for non-receipt of the bids due to postal issues or any other reasons.

Disclaimer:

- This Empanelment for book supplier is not an offer by Atal Bihari Vajpayee Indian Institute of Information Technology and Management, Gwalior, but an invitation to receive an offer from the bidders. No contractual obligation whatsoever shall arise from this process unless and until a formal award is made and executed by duly authorized office bearers of ABV-IIITM Gwalior.



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विषय सूची

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1. ABOUT ABV-IIITM, Gwalior:

ABV-IIITM, Gwalior is an autonomous Institute of National Importance, established by the Ministry of Human Resource Development, Government of India, in 1997 to nurture information technology (IT) and management education in the country. It strives to become a brand name as a world-class institution. The Institute has the vision to achieve this goal through research and teaching to shape students into innovative, entrepreneurial, internationally acceptable and confident individuals, thereby playing the role of leaders in various domains at the national and international levels.

2. TECHNICAL SPECIFICATION (SCHEDULE OF REQUIREMENT):

Sl. No.	Category of Books	Minimum discount	Discount* (Single Copy)	Discount* (Multiple copies)
1.	Foreign Publications/Books			
	i. Textbooks	30%		
	ii. Reference Books	30%		
	iii. General Books	20%		
2.	Indian Publications/Books			
	i. Textbooks	25%		
	ii. Reference Books	30%		
	iii. General Books	25%		
	iv. Regional Language Publications	10%		
	v. Society Publications	10%		
	vi. Government Publications	No-Discount		

* Please offer discounts higher than those mentioned.

3. ELIGIBILITY CRITERIA:

1. The bidder/firm applying for book supply must possess a minimum of five years of experience as on the bid submission date in supplying to National Level or Nationally important institutions such as IIMs, IITs, NITs, IISc, IIITs, IISERs, NISERs, Central Universities and Government Institutions. As proof of this experience, a letter of empanelment from at least two of the institutions mentioned above should be attached. (Copy of the work orders and the work execution/completion certificate from the client end pertaining to the above-mentioned works are to be submitted as per Annexure-VII given in this Empanelment for book supplier document).



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2. The bidder/firm must be a member of the Federation of Publishers & Bookseller Association of India (FPBAI) or any State Books Sellers and Publishers association. Membership certificate should be attached.
3. The bidder/ firm should have been incorporated/ established at least for a period of five years or more and currently should be in the same business. The time period of 05 years shall be reckoned as on the bid submission date (Copy of incorporation/ establishment is to be provided along with the Annexure-VI given in this Empanelment for book supplier document)
4. It is imperative that the company submitting the proposal must not have been blacklisted by any IIMs, IITs, NITs, IISc, IIITs, IISERs, NISERs, state/central universities, or government institutions in the last five years prior to the submission date. Failure to comply with this requirement will result in immediate disqualification of the proposal. Therefore, a self-declaration confirming non-blacklisting as per Annexure-III must be submitted along with the proposal.
5. The Earnest Money Deposit (EMD) amount is Rs. 10,000 (Rupees Ten Thousand only). It should be submitted preferably as a Bank Guarantee from any of the National Banks. However, bidders may also submit the EMD as an Account Payee Demand Draft, Multi-city cheque, NEFT, or RTGS.

Additionally, the EMD should be valid for at least 45 days beyond the bid validity period and submitted in Annexure-II, as per following details. The Deposit of successful vendors will be held until their registration period ends.

Account Name: DIRECTOR ABV IIITM GWALIOR
Bank Name: Bank of India
Branch: ABV-IIITM, Gwalior
Account Number: 945210100116425
IFSC Code: BKID0009462

Bidders who fail to qualify the eligibility criteria given in the Empanelment for book supplier document, the Earnest Money Deposit (EMD) will be refunded, without any interest accrued thereafter.

6. The Firm must be an authorized distributor/dealer/supplier of the publishers. It is mandatory that the distributor provides up-to-date authorization certificates from highly regarded publishers.
7. To be eligible, the firm must achieve an annual turnover of Rs. 30.00 lakh in each of the last three financial years as on the bid submission date. Failure to meet this requirement will result in disqualification. Hence, please ensure that you attached a copy of the Audited Profit & Loss Accounts and Balance Sheets that have been duly certified by a Chartered Accountant, along with the Income Tax Returns for the aforementioned financial years.



8. As an empanelled vendor, it is mandatory that you supply all publishers' books without any exceptions. Any deviation from this policy will not be entertained.

4. GENERAL TERMS AND CONDITIONS

1. **Acknowledgement:** Acknowledge the acceptance of the purchase order (PO) by returning the duplicate copy (signed) of the same to The Registrar, ABV-IIITM, Gwalior, or by replying to our Purchase Order (PO) Email.
2. **Price:** The prices and discounts offered by the suppliers and accepted by the Institute will be considered final. Any deviation from the agreed terms will not be accepted unless the Institute provides written approval. Suppose any manipulation in price is detected at any stage. In that case, the supplier shall be responsible for the same, and the excess amount charged shall have to be refunded in one installment.
3. **Contract:** Our Enquiry/Your Offer/This PO forms part of this contract.
4. **Specifications:** All materials, books, and other reading materials shall be, in every aspect, according to bibliographic specifications, the description given in the purchase order, and previously approved supplies (if any). Always supply *paperback* and the *latest edition* unless otherwise asked to supply older or any specific editions. It is a supplier responsibility to check and supply the *Indian edition/reprint edition*. Suppliers may consult the Learning Resource Center beforehand if they intend to supply hardback editions if the ordered paperback edition is not available. If the hardback and paperback have the same price, provide the hardback only. In cases where we order hardback editions due to the non-availability of paperback/Indian editions, but at the time of supply, if the paperback/Indian edition becomes available in the market, the vendor must promptly update the same to LRC and supply the cheapest edition book after the confirmation.
5. **Warranty:** Notwithstanding our acceptance, or right of inspection and any other terms and conditions provided in the purchase order, the supplier warrants that all books and other reading materials supplied are free from any defect and that they fully comply with the specification. The PO is issued in reliance on the warranty mentioned above by the supplier. All materials must be in good condition. Mutilated, soiled book(s), if supplied, have to be replaced without charging any extra cost.
6. **Delivery Period:** It is imperative that all Indian publications are delivered within 30 days from the receipt of the PO unless a specific period is mentioned in the PO. Foreign publications must be delivered within 56 days from the receipt of the PO. The supplier will be held responsible for any loss incurred due to the non-supply of books and other reading materials on time. We have the option to cancel the order in case of failure to make delivery in time. The supplier must deliver the ordered books and other reading materials to the Learning Resource Center, ABV-IIITM Gwalior, and will be responsible for bearing any transportation, postal, or other charges, if any.



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7. **Invoice:** A separate invoice shall be issued in duplicate in each purchase order, with the purchase order number and date stated on the face on the invoices. The invoice should be raised in the name of The Director, ABV-Indian Institute of information Technology and Management, Gwalior and send to Learning Resource Centre.
8. **Payment:** Payment shall be made within 30 days of receipt of the ordered items, provided they are in good condition.
9. **Insurance:** All the books and other reading materials must be insured for transit risk on the supplier's account.
10. **Packing:** For successful transportation, it is crucial to pack the materials securely to withstand the rigors of rail, road, air, or sea transport and prevent any damage or theft during transit. Kindly enclose the delivery challan/packing slip with the materials, citing our order reference for clarity.
11. **Removal of rejected books and other reading materials:** All books and other reading materials that do not meet our acceptance criteria will be the responsibility of the supplier to remove at their own expense and risk within the given timeframe. If the supplier fails to remove the rejected materials within the stipulated period, we reserve the right to dispose of them, with all expenses incurred for the disposal being borne by the supplier.
12. **Jurisdiction:** The Courts of Gwalior alone will have the jurisdiction to try any matter, dispute or reference between the parties arriving out of this purchase. It is specifically agreed that no court outside other than Gwalior Court shall have jurisdiction in the matter.
13. **Penalty Clause:** It is essential that books and other reading materials are provided within the agreed-upon timeframe. If the supplier fails to deliver books and other reading materials as per the committed schedule, an equivalent to 0.50% (point five percentile) of the delayed item value per week or part thereof until actual delivery will be deducted as Liquidated damages. It is subject to a maximum deduction of 10% (ten percentile) of the delayed item value. Once the maximum is reached, the termination of the contract may be considered.
14. The ABV-IIITM Gwalior reserve the right to cancel and vary the terms & conditions of the PO wholly or in part at any time before it's execution without assigning any reason.
15. The ABV-IIITM has the right to terminate the contract any time without assigning any reason. The ABV-IIITM also has the right to blacklist book vendor/s for future bids in case of non-satisfied performance.



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16. The Institute has the right to procure materials and books from any vendor/supplier/distributor/publisher/e-commerce platform, regardless of any discount rate decided upon. No vendor/supplier shall have the sole rights to supply books and publications to the Institute.
17. Where more than one vendor/supplier has been empaneled/offer with the same discount rate/s, ABV-IIITM Gwalior reserves the right to prioritize the one offering to maximum a larger number of book titles asked for or to use another procedure for decision-making.
18. If the ordered books are not supplied within the stipulated period, a certificate of non-availability of those titles in the market from the publisher/Publisher's distributor/stockiest should be furnished within the due date of supply.

5. OTHER CONDITIONS:

1. The supplier will verify on the bill that "Certified Publishers Price have been charged & Latest edition has been supplied."
2. The supplier will supply authenticated publish books only; you will not supply any pirated, duplicate, or photocopy.
3. The supplier shall have to furnish the price proof with sign and seal of each ordered books and other reading materials whether price printed or not with mentioning item billing numbers along with a latest G.O.C. copy.
4. In cases where you received the order for the books and other reading materials which you are not contractually bound to supply you should inform us within three working days upon receiving such order, and you will not supply such products which are not covered in your contract.



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ANNEXURE - I*

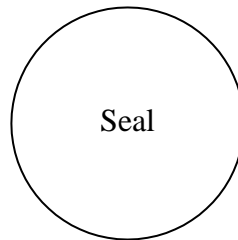
DISCOUNT OFFER:

Sl. No.	Category of Books	Mentioned % Discount	
		Single Copy	Multiple copies
1.	Foreign Publications/Books		
	iv. Textbooks		
	v. Reference Books		
	vi. General Books		
2.	Indian Publications/Books		
	vii. Textbooks		
	viii. Reference Books		
	ix. General Books		
	x. Government Publications		
	xi. Society Publications		
	vi. Regional Language Publication		

Date:

Authorized Signatory

Place:



Seal

Name:

Designation:

Contact No.:

* To fill out this format, we will communicate separately



UNDERTAKING

To,
The Director,
ABV-Indian Institute of Information Technology and
Management, Gwalior
Morena link Road, Gwalior,
Madhya Pradesh 474015

Sub: Inviting Contract for Empanelment of Book Supplier

Sir,

1. I /we hereby submit our contract for Empanelment of Book Supplier along with other required documents.
2. I/ We enclosed herewith the following in favor of The Director, Indian Institute of Information Technology and Management, Gwalior towards EMD.

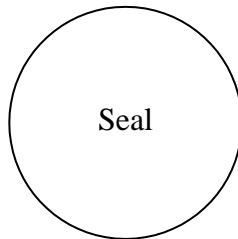
Particular	Amount	Transaction No. & Date	Bank Name	Supporting documents are to be attached along with the Annexure-I
EMD	10,000/-			

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above instructions, terms & conditions and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. I /we have gone through all terms and conditions of the contract before submitting the same.

Date:

Place:

Designation:



Authorized Signatory

Name:

Contact No.:



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ANNEXURE - III

SELF-DECLARATION CERTIFICATE FOR THE CLEAN TRACK ECORD
(Duly sealed and signed certificate on Company/ Firm's Letterhead)

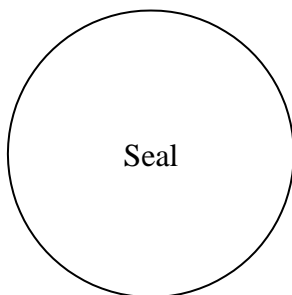
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the provided information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Designation:



Authorized Signatory

Name:

Contact No.:



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ANNEXURE -IV

FIRM/COMPANY DETAILS

Name of the Party		
Date of Incorporation / Establishment		
Firm Registration Number		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Name in Block Letter:

Designation:

Contact no.

Date:

Seal

Authorized Signature



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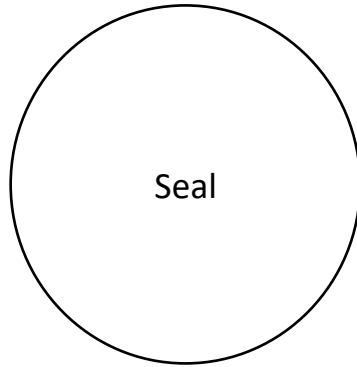
ANNEXURE - V

ANNUAL TURNOVER DETAILS:

Financial Evaluation Criteria		
Firm's Annual Turnover for last three (latest) financial years as on the bid submission date	Financial Year	Turnover in Rs.
	2021 – 2022	
	2022 – 2023	
	2023 - 2024	

Note: Supporting Documents (Copies of duly signed trading and profit & loss accounts / CA Certificate) are to be attached along with the Annexure-V.

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:



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ANNEXURE - VI

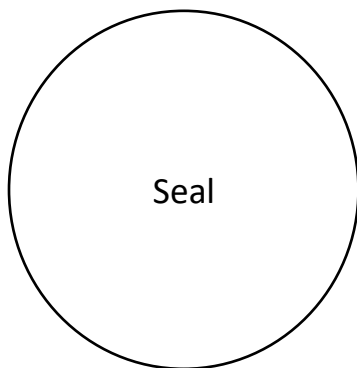
NUMBER OF YEARS FROM ESTABLISHMENT:

NUMBER OF YEARS FROM ESTABLISHMENT The bidder/ firm should have been incorporated/ established at least for a period of 05 years or more and currently should be in the same business.

S.N.	Name of firm	Date of Establishment/ Incorporation	Number of Years as on bid date	Remarks
				Copy of incorporated/ established is to be provided along with this Annexure

Currently the firm is in the same business (Yes/No): _____

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:



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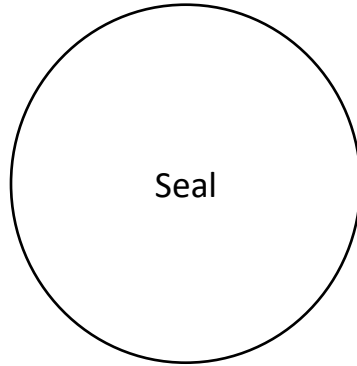
ANNEXURE-VII

WORK EXPERIENCE:

The bidder should have a minimum 5 years of experience as on the bid submission date for book supply to National Level or Nationally important Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, Central Universities and Government Institutions, Letter of empanelment from at least two institutions mentioned above during five years:

S.N.	Name of the Client	Order No.	Amount	Remarks
1.				Copy of the work orders and the work execution / completion certificate from the client and pertaining to the mentioned works are to be submitted.
2.				
3.				
4.				
5.				

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.: