



भारतीय प्रबंध संस्थान सम्बलपुर  
Indian Institute of Management Sambalpur

**EXPRESSION OF INTEREST (EOI) FOR  
EMPANELMENT OF VENDORS FOR SUPPLY OF  
BOOKS TO LIBRARY OF IIM SAMBALPUR**

**Last date for submission of EOI: 25/04/2019**

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## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar,  
Burla, Sambalpur, Odisha-768019

Reference EOI No: IIMSBP/18-19/LIB/EOI/01

Date: 03/04/2019

### Expression of Interest (EOI) for Empanelment of vendors for Supply of books to library of IIM Sambalpur

Indian Institute of Management Sambalpur (IIM Sambalpur) invites offline proposal in two (2) bid system from reputed, experienced and financially sound firm towards empanelment of vendors for supply of books to IIM Sambalpur for a period of one (1) year.

#### Brief Details of EOI:

The EOI documents can be downloaded from institute website <http://www.iimsambalpur.ac.in> and Central Public Procurement (CPP) portal <https://eprocure.gov.in/epublish/app> to be submitted offline by post or through e-mail only up to the last date & time of submission of Proposal.

#### Critical Dates of EOI:

Sl. No	Particulars	Date	Time
1	Date & Time of Publication/ Download of EOI documents	03/04/2019	5.00PM
2	Pre bid meeting Date & Time	09/04/2019	4.00PM
3	Proposal Submission Start Date & Time	04/04/2019	10.00AM
4	Last Date of Submission/Receipt of Proposal	25/04/2019	04.30PM
5	Opening of Proposal	26/04/2019	04.00PM

### 1. INTRODUCTION:

Indian Institute of Management Sambalpur (hereinafter, referred to as IIM Sambalpur or IIMS or the Institute) is an autonomous Institute of National Importance established by Government of India to provide quality management education, research, consultancy & training in the country & abroad.

### 2. CONTRACT PERIOD:

The contract period will be one (1) year from the date of opening of financial proposal. If the service is found satisfactory then the contract may be extended for one (1) more year.

### 3. ELIGIBILITY CRITERIA:

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

- (i) The Vendor must be registered under any State or Central Government (attach copy of registration) act as mentioned below:
  - Indian Companies Act 1956.
  - Indian Partnership Act 1932. (Please give names of partners)
  - any other actIf the vendor is a Partnership Firm, registered under the Indian Partnership Act, 1932, please state further whether the partnership agreement/deed has been conferred on the partner who has signed the EOI.
- (ii) The Vendor shall provide Permanent Income Tax Account No. of the Firm with circle/ward and G ST Registration Certificate (duly attested photocopy to be attached).
- (iii) The vendor must have supplied books in the last five financial years to any of the library of National Level Institutions like IIMs, IITs, NITs, IISERs and Central Universities.
- (iv) The vendor should be a member of the “Good offices committee”/ Federation of Publishers & Book sellers Association of India (FPBAI) or any other national association of book sellers and proof to this effect has to be enclosed.
- (v) The vendor must be an authorized distributor/ dealer/ supplier of academic book publishers.
- (vi) The Vendor must be distributor/dealer of foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Pearson, MGH etc.
- (vii) Average Annual financial turnover from the same business should be at least 10 Lakhs during last three financial years (FY 2017-18, 2016-17, 2015-16). Copy of P&L Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.
- (viii) The vendor shall provide a list of agencies (Government/Statutory bodies/Professional, educational institutions/state /central universities) along with annual sales turnover for the last three years.
- (ix) The vendor should give self-declaration certificate for acceptance of all terms and conditions of EOI documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-I**.
- (x) The vendor should be neither blacklisted by any government department nor there should be any criminal case registered/pending against the it or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.

### 4. TECHNICAL PROPOSAL DETAILS:

Technical Proposal should be as per attached format with all relevant/ supporting duly signed documents as mentioned in the EOI document. The detailed format is attached as **Annexure-III**. The technical proposal should be submitted in a sealed envelope with superscription “**Technical Proposal for Empanelment of Vendors for Supply of Books to the Library of IIM Sambalpur**”.

## 5. FINANCIAL PROPOSAL DETAILS:

To be filled in prescribed format as attached in a sealed envelope with superscription "**Financial Proposal for Empanelment of Vendors for Supply of Books to the Library of IIM Sambalpur**". The Financial Proposal should mention only Percentage of Discount and should be uploaded strictly as per **Annexure-IV**. The Discount rate shall be filled up both in figures and in words. No overwriting or use of correction fluid shall be accepted. Conditional bids shall be rejected.

**Note:** "Technical Proposal and Financial Proposal" in the prescribed format along with Terms and Conditions duly signed and dated with office seal should be quoted separately and placed in separate sealed envelopes superscripted accordingly in bold letters, both these envelopes be enclosed in a large envelope should be superscripted as "**Expression of Interest for Empanelment of vendors for Supply of books to library of IIM Sambalpur**".

The EOI Proposal must reach the address mentioned below by post/ courier/e-Mail latest by Dt. 25/04/2019 up to 04.30 PM.

### **ADDRESS:**

**LEARNING RESOURCE CENTRE (LIBRARY)  
INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR,  
SAMBALPUR UNIVERSITY CAMPUS,  
JYOTI VIHAR, BURLA-768019  
SAMBALPUR, ODISHA.**

**E-mail- [library@iimsambalpur.ac.in](mailto:library@iimsambalpur.ac.in)**

**Mob. No- 07064410820**

The EOI documents will be rejected if it is-

- incomplete
- Not properly filled.

## 6. EOI VALIDITY PERIOD:

Bids shall remain valid for a period of 90 days from the date of opening of bid as mentioned before. A submitted bid with a validity period lesser than 90 days shall be liable to be rejected.

## 7. EOI EVALUATION:

IIM Sambalpur will evaluate the Commercial Bid of all bidders who qualify the eligibility criteria and comply to technical specifications. IIM Sambalpur will decide the eligible vendors to be empanelled based on the discount that they offer separately for each category (highest discount will get maximum priority).

## 8. NOTIFICATION OF EMPANELLEMENT:

IIM Sambalpur will notify the eligible bidders for empanelment to supply of books based on above mentioned criteria by registered letter/fax/email. The successful bidder/s should accept the contract within 15 days from the date of receipt of notification, failing which it will be awarded to next eligible bidder.

**9. PAYMENT TERM FOR SUPPLIED BOOKS:**

No advance payment will be made in any case. Bills in triplicate should be sent and payment shall be released generally within 90 days, only after receipt of the consignment, if the books are in good condition and there are no discrepancies of any nature.

**10. SCOPE OF WORK:**

**a) Enquiry on availability of books:**

1. The library may place an enquiry with all the empaneled vendors for the required titles and number of copies of each thereof, by email.
2. Within two (2) days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond quoting titles available with number of copies and unit price, by reply email only.

**b) Order Process:**

1. Purchase orders will be sent to the empaneled vendor through email.
2. Supply of books has to be made strictly against and as per the purchase orders.
3. The vendor should acknowledge the receipt of purchase order preferably by email, which is taken as an acceptance of the purchase order.
4. Any clarification/query regarding the purchase order should be sought from the library within three (03) days of receipt of the order.
5. Vendor should send the supply position/ status of the books with-in seven (07) days from the date of the purchase order; else the order should be treated as cancelled and transferred to another vendor.

**c) Supply:**

Consignee and Mode of Dispatch of books should be sent to the address mentioned below:

“THE LIBRARIAN, INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR, SAMBALPUR UNIVERSITY CAMPUS, JYOTI VIHAR, BURLA-768019, ODISHA”, by Speed Post Parcel/Registered Parcel/Courier.

The charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. The supply should be free of freight charges. Every supply should be accompanied by a delivery challan/bill, clearly bearing the details of the items and titles in supply, their quantity and price.

**d) Time frame for supply, and cancellations:**

- (i) The vendor has to execute all the supplies within the stipulated time which is sixty (60) days in case of foreign publications and fifteen (15) 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.

- (ii) 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 permission from the Librarian for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title.
- (iii) Books must be in good condition. IIM Sambalpur will not accept defective books. If supplied, those have to be replaced within seven (7) days without extra cost. Payment will be processed and made only after receipt of entire lot of books or after all the defective books has been replaced. No interim or part payment will be made with respect to books short delivered or delivered defective books.

**e) Invoicing Procedure:**

- (i) Invoice is to be submitted in triplicate.
- (ii) Invoice should be raised in the name of Indian Institute of Management Sambalpur.
- (iii) The invoice should contain the Purchase Order Number and Date. The items in the invoice should be in the order of the purchase order.
- (iv) One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.
- (v) The invoice should have following enclosures:
  - A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period, as price proof.
  - A currency conversion proof with date.
  - Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

**f) Price Proof:**

- (i) The supplier shall have to furnish the price proof of the books. In case of any price manipulation when detected at any stage, the supplier 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 contain seal and authorized signature of the vendor.

**g) Currency Exchange Rate:**

- (i) In the case of foreign publications, the original prices in the foreign currency shall be mentioned in the invoice along with the Indian prices (INR) charged in accordance with the approved rate of exchange.
- (ii) GOC conversion rates as applicable on the date of the invoice should only be followed, and should also be clearly indicated on the invoice.

**h) Discount:**

The discount pattern offered in Financial Proposal accepted by IIM Sambalpur should be followed. In case of any disputes, decision of IIM Sambalpur will be binding.

## **11. TERMS AND CONDITIONS:**

### **a) Termination for Insolvency**

- (i) The IIM Sambalpur may at any time terminate the Contract by giving a written notice to the vendor, without compensation, if the vendor becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- (ii) The courts of Sambalpur alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Sambalpur Court shall have jurisdiction in the matter.

### **b) Force Majeure**

- (i) Should any force majeure circumstances arise, each of the contracting vendors should be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected vendor within fifteen (15) days of its occurrence informs in a written form the other party.
- (ii) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

### **c) Arbitration**

In the event of any dispute or difference arising under this tender, the Director, IIM Sambalpur or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

### **d) Penalty Clause:**

In case of delayed delivery of textbooks beyond seven (7) days, a penalty of 2% per week or part thereof will be levied on the value of books supplied belatedly.

## **12. OTHER CONDITIONS**

- a) IIM Sambalpur reserves the right to accept or reject the EOI in part or in full, without assigning any reason thereof.
- b) IIM Sambalpur reserves the right to relax / amend / withdraw any of the terms and conditions contained in the EOI Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- c) IIM Sambalpur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- d) Conditional Proposals will not be considered in any case.
- e) In case more than one vendor offers the same Highest Discount, all of them shall be empaneled towards supply of books.
- f) IIM Sambalpur reserves the right to add any additional vendor to the approved list of vendors or to place the purchase order to any of the vendors.
- g) In case of urgent requirements, orders may be placed with local vendors, publishers and online book stores such as Flipkart, Amazon, etc.



- h) Paperback editions of books should be supplied, unless specified otherwise.
- i) Indian editions of books should be supplied, unless mentioned otherwise.
- j) 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
- k) Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of Court in Sambalpur.
- l) IIM Sambalpur reserves the right to place the order to overall lowest bidder or split the order to more than one bidder at the respective lowest price.

**IIM Sambalpur may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the EOI issued by IIM Sambalpur will be posted on CPP Portal and IIM Sambalpur website. For the bidders, submitting bids on downloaded EOI document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Sambalpur or check for the same CPP Portal before submitting their duly completed bids.**

**ANNEXURE – I**

To

Learning Resource Centre  
Indian Institute of Management Sambalpur  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Sub: - Self Declaration Certificate**

**Reference: EOI No.:** IIMSBP/18-19/LIB/EOI/01

Date:03/04/2019

**(Expression of Interest for Empanelment of vendors for Supply of books to library IIM Sambalpur).**

Dear Sir,

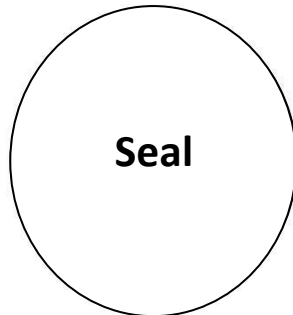
With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for Supply of books to library of IIM Sambalpur.

I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein and books will be delivered within the stipulated time period of 60 days in case of foreign publications and 15 days in case of Indian publications. Latest editions of books must be supplied.

I / We also confirm that the discount quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are for IIM Sambalpur, and free delivery, unloading at IIM Sambalpur.

**Date:**

**Place:**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**Email ID:**

**ANNEXURE – II**

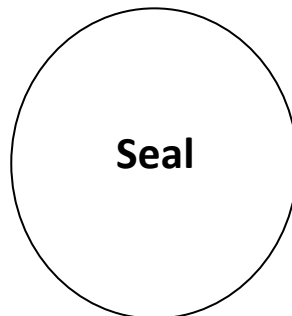
**CERTIFICATE**

**(To be provided on letterhead of the firm)**

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 above 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 should be blacklisted.

**Date:**



**Place:**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**ANNEXURE – III**  
**TECHNICAL PROPOSAL**

**Reference EOI No.:** IIMSBP/18-19/LIB/EOI/01

**Date:**03/04/2019

1.	Name of the Firm/ Agency with complete Postal Address: Name, Designation, Address, Tel. No. and E-mail ID of authorized person of Firm/ Agency to deal with	
2.	Please specify as to whether the Bidder is the Sole proprietor/ Partnership firm/ Pvt. Ltd. (Attach copy of PAN)	
3.	Permanent Income Tax account No. of the Firm with circle/ward and G ST Registration Certificate (duly attested photocopy to be attached).	
4.	Name of the reputed National Level Institutions like IIMs, IITs, NITs, IISERs and Central Universities. Where you have supplied books in last five years. (Attach copies of purchase orders for each institution)	
5.	Membership: GOC/FPBAI (Attach copy in support of this)	
6.	Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level	
7.	Authorized suppliers of academic book publishers (Attach copy authorization letter of Publishers)	
8.	Authorized suppliers of academic Foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Pearson, MGH etc. (Attach copy authorization letter of Publishers)	
9.	Average Annual financial turnover from the same business. Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITRs of above financial years.	
10.	Bank Account Details	
11.	Any other information Tenderer wants to provide in support of their experience	

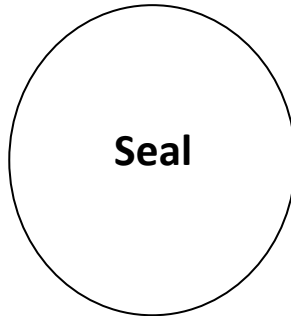
(Self-attested photo copies of all supporting documents must be attached for verification of the information provided above)

**Declarations:**

I/We ..... (Names of partners/ proprietors or shareholders) do hereby declare that the entries made in the application form are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

Date:



Signature of the Bidder:

Name, Address of the Bidder:

Telephone No.:

E-mail ID:

**ANNEXURE- IV**  
**FINANCIAL PROPOSAL**

(The financial Proposal is required to be submitted separately in a sealed cover.)

To

Learning Resource Centre,  
IIM Sambalpur,  
Sambalpur University Campus, Jyoti Vihar, Burla,  
Sambalpur – 768019

**Sub: Discount offered for below mentioned publications for `Supply of Books to the Library of IIM Sambalpur for a period of one year`.**

Dear Sir,

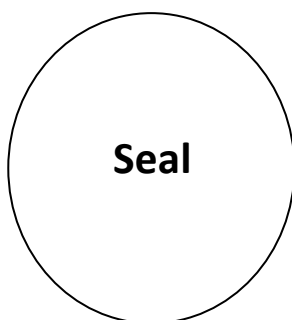
With reference to EOI No.: IIMSBP/18-19/LIB/EOI/01 Date:03/04/2019, we are hereby submitting our offer of discounts below.

Percentage of Discount offered (to be mentioned both in figures and words)

<b>Publications</b>	<b>Minimum Desirable Discount %</b>	<b>Discount (%) offered by the Vendor (In Figures)</b>	<b>Discount (%) offered by the Vendor (In Words)</b>
<b>Foreign Publications</b>	30		
<b>Indian Publications (Up to Three copies)</b>	20		
<b>Indian Publications (More than Three copies)</b>	22		

**The discount percentage shall remain constant during the entire period of contract.**

Place:  
Date:



**Signature of the Bidder with Seal**

Name, Address of the Bidder:

Telephone No.:

E-mail ID: