



भारतीय प्रबंध संस्थान संबलपुर
Indian Institute of Management Sambalpur
Jyoti Vishar, Burla, Sambalpur 768019
Odisha, India

**INDIAN INSTITUTE OF SAMBALPUR
LIBRARY**

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

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❖ **Part I: Details of EOI**

Clause No.	Title	Description		
1	Reference No & Date	IIMSBBP/2021-22/LIB/EOI/02 30/12/2021		
2	Work	“Empanelment of Vendors for Supply of Books to Library (Learning Resource Centre) at Indian Institute of Management Sambalpur” on prescribed format from reputed vendors/ distributors/ suppliers in India.		
3	Introduction	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 Library. Indian Institute of Management Sambalpur (hereinafter, referred to as IIM Sambalpur) is an autonomous Institute of National Importance established by Government of India to provide quality management education, research, consultancy & training in the country & abroad.		
4	Contract Period	The contract period will be one (1) year from the award of the contract date. If the service is found satisfactory then the contract shall be extended for one (1) more year.		
5	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 through speed/ registered post only up to the last date & time of submission of proposal to the address mentioned in sl.no.15 of this section.		
6	Important Dates of EOI	Date and Time of Publication / Download of EOI Documents	30/12/2021	4.00 PM
		Pre bid meeting (Online) Date & Time	06/01/2022	10.30 AM
		Proposal Submission Start Date & Time	30/12/2021	04.30 PM
		Last Date of Submission/Receipt of Proposal	20/01/2022	5.00 PM
		Opening of Proposal	21/01/2022	11.30 AM
7	Authorized Signatory	The application should be signed by an authorized signatory of the vendor bearing his/her full name and status, clearly indicating the signature along with the official seal of the firm below.		
8	Eligibility Criteria	The complete details of eligibility criteria is given in Part II. The bidder should attach all relevant documents to proof the same.		



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9	Books Order (Purchase Order), Supply and Payment Process	The detailed process of book ordering (Purchase Order), communication, supplying of books, payment is given in Part III of EOI
10	Discipline & No Canvassing	Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing OR repeated communication should be made to the Institute. Failing to maintain this might lead to disqualification/ black-listing of the vendor by the Institute.
11	Shortlisting	Bids will be scrutinized and shortlisted for empanelment by the Institute committee. The short-listed vendors will be informed by email only, for further procedure, as required.
12	Technical Bid	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 (Format is given in the Annexure III)
13	Financial Bid	Financial proposal should be submitted 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.
14	Terms and conditions	The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for Supply of Books" as per mentioned in Part-IV.
15	Address	The EOI proposal must reach the address mentioned below by registered post / courier latest by... The Librarian, Indian Institute of Management Sambalpur C/o Sambalpur University Campus, Jyoti Vihar, Burla, Sambalpur 768019, Odisha
16	Rejection	EOI documents will be rejected if it is: Incomplete / Not properly filled Missing of any supporting documents
17	Bids 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.
18	Evaluation based on Discount	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 empaneled based

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		on the discount that they offer separately for each category (highest discount will get maximum priority).
19	Notification of Empanelment	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.
20	Documents to be attached	1. Annexure I and II (Self declaration Certificate and Affidavit for not blacklisted firm) as mentioned in the Eligibility Criteria Sl. Nos. 2. Annexure III - Technical Bid 3. Annexure IV – Financial Bid
21	Envelope	“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 separately in a large envelope should be superscripted as “ EOI-EOV for Books Supply to the Library of IIM Sambalpur ”
22	Pre Bid Meeting	The pre-bid queries should be sent online to the email id: librarian@iimsambalpur.ac.in , cc: library@iimsambalpur.ac.in on 06/01/2022.

(EOI- Expression of Interest, EOY-Empanelment of Vendors, LRC- Learning Resource Centre)

❖ **Part II: Eligibility criteria**

Clause No.	Title	Description
23	Registration	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 act If 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.
24	Taxes and duties	The vendor must be having PAN (Permanent Account Number), and GSTN (Goods and Service Tax Number).
25	Memberships	Book vendor/supplier should be a regular member of “Good Offices Committee” (GoC) OR Federation of Publishers and Booksellers Association of India (FPBAI) or any other National Association of Book Sellers.

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26	Financial Criteria	<p>The book vendor/supplier should have an office which should have been established for a minimum period of five years as on 01-Dec-2021 and should be continuously functioning from thereon.</p> <p>Average Annual financial turnover from the same business should be at least 10 Lakhs during last three financial years (FY 2020-21, 2019-20, 2018-19). Copy of Audited P&L Accounts, Balance Sheets duly certified by the Chartered Accountant of the Firm should be submitted in support of this, along with ITRs of above financial years.</p>
27	Academic Book Supply	<p>The Vendor must be an authorized distributor / dealer / supplier of academic book publishers</p> <p>The book vendor/supplier must have supplied books in the last five years to any of the library of National level institutes like IIMs, IITs, NITs, and IISERs and Central Universities.</p> <p>The book vendor/supplier must have distributor/dealer/stockiest/supplier of reputed publishers like Elsevier, Talyor & Francis, Springer, Wiley, Oxford, Cambridge, Harvard, McGraHill, Pearson, Cengage, Sage, etc. Latest distributor certificate issued by the publishers should be submitted.</p>
28	Self-declaration	<p>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.</p>
29	Affidavit	<p>The vendor should be neither blacklisted by Government Organizations / Departments / Institutes / Universities nor any criminal case registered/pending against the firm or its owner/partners any where in India. (Format as given in Annexure-II)</p>

❖ **Part III: Purchase Order (Books), Supply and Payment Process**

30	Enquiry on availability of books:	<ol style="list-style-type: none"> 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 three (3) 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.
31	Order Process:	<ol style="list-style-type: none"> 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.

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		5. Vendor should send the supply position/ status of the books within seven (07) days from the date of the purchase order; else the order should be treated as cancelled and transferred to another vendor.
32	Supply:	<p>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.</p> <p>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 hearing the details of the items and titles in supply, their quantity and price.</p>
33	Time frame for supply, and cancellations:	<ol style="list-style-type: none"> 1. 15 days (maximum) – for Indian / Foreign Titles (are available in India) 2. 45 days (maximum) – for Foreign Titles (are not available in India) 3. It may please be noted that at times the vendor will have to deliver the books against instant orders. 4. In case of delay in delivery of books due to Out of Print (OOP) or Print on Demand (POD), the vendor has to inform the Librarian with the proof from the publisher and and seek permission for the same.
34	Replacement	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 including the replacements for the defective books. No interim or part payment will be made with respect to books short delivered or delivered defective books.
35	Invoice procedure	<ol style="list-style-type: none"> 1. Hard copy of valid invoice with authorised stamp and signatory has to be submitted in triplicate in the name of Indian Institute of Management Sambalpur and mailed to The Librarian. 2. The invoice should contain the Purchase Order Number and Date. The items in the invoice should be in the order of the purchase order. 3. 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.
36	Price Proof	<ol style="list-style-type: none"> 1. 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. 2. In support of Price proof, the vendor should provide the copy of the Procurement Invoice from Publishers/ Distributors/ copy of Publisher's Price List.





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		3. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
37	Currency Exchange Rate	In the case of foreign publications, the original prices in the foreign currency should be mentioned in the invoice along with the Indian prices (INR) charged in accordance with the approved exchange rates (GOC Conversion).
38	Payment Terms 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.

❖ **Part IV: Terms and Conditions**

The empanelment will be governed by the following 'Terms and Conditions'		
Clause No.	Title	Description
39	Termination for Insolvency	<p>The IIM Sambalpur may at any time terminate the Contract by giving a written notice to the vendor, without compensation in case that the vendor is declared bankrupt or insolvent as declared by the competent Court.</p> <p>The termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.</p> <p>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.</p>
40	Force Majeure	<p>While 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.</p> <p>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.</p>
41	Confidentiality	Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another

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		<p>in terms of this Contract, except to the extent that is already in public knowledge/ domain.</p> <p>The Confidential Information as here in above detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.</p>
42	Indemnity Bond	The Vendor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Sambalpur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.
43	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.
44	Penalty Clause	In case of delayed delivery of textbooks beyond the stipulated time frame for the supply of Indian / Foreign books as in the clause number 33 of Part III: Purchase Order (Books), Supply and Payment Process, a penalty of 1% per week or part thereof will be levied on the value of books supplied belatedly.
45	Books may be purchased from other than empaneled vendors in the following cases	<ol style="list-style-type: none"> 1. Case to case basis 2. For urgent requirement, IIM Sambalpur have the right to place an order to local vendors, publishers, and online book stores such as Amazon, Flipkart, etc. 3. Frequent failure to ensure the availability of books or in sending quotations/ supply of books within the stipulated time period by the empanel vendor. 4. When books are out of print/ out of stock with the empaneled vendor and with the publisher. 5. If the supplier is an exclusive distributor/stockist for those books. 6. Institutional/ Not-for-Profit organizational/ Government publications.
46	Other terms & conditions	<ol style="list-style-type: none"> 1. IIM Sambalpur reserves the right to accept or reject the EOI in part or in full, without assigning any reason thereof. 2. 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. 3. IIM Sambalpur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order. 4. Conditional Proposals will not be considered in any case. 5. In case more than one vendor offers the same Highest Discount, all of them shall be empaneled towards supply of books. 6. 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.

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		<p>7. Latest, Indian, Paperback editions of books should be supplied, unless specified otherwise.</p> <p>8. In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the librarian, regarding supply of the available editions</p> <p>9. Any Legal disputes that may arise out of the contract shall be subject to the jurisdiction of Court in Sambalpur.</p>
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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.

The sealed quotations, complete in all respects, should be submitted at the **Library (LRC), Indian Institute of Management Sambalpur, Jyoti Vihar, Burla, Sambalpur 768019, Odisha** on or before 20th Jan 2022 by 5.00 P.M. The envelope should be superscribed with **"EOI-EOV for Books Supply to the Library (LRC) of IIM Sambalpur"**

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ANNEXURE – I: SELF DECLARATION CERTIFICATE

To

The Librarian
Indian Institute of Management Sambalpur
Sambalpur University Campus,
JyotiVihar, Sambalpur - 768019
Odisha

Sub: - Self Declaration Certificate

Reference: EOI No.: IIMSBBP/2021-22/LIB/EOI/02, dated 30/12/2021

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 latest editions of books will be delivered within the stipulated period of 15 days (maximum) – for Indian / Foreign Titles (are available in India) and 45 days (maximum) – for Foreign Titles (are not available in India).

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.:

E-Mail ID:



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ANNEXURE – II: AFFIDAVIT FOR NOT BLACKLISTED FIRM

(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.:

E-Mail ID:



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ANNEXURE – III: TECHNICAL BID

(to be submitted in a sealed envelope)

1.	Name of the Firm/ Agency with complete Postal Address:	
2.	Name, Designation, Address, Tel. No. and Email ID of authorized person of Firm/ Agency to deal with	
3.	'Trade Licence / Firm Registration Details (Copy of the Trade Licence/ Registration Certificate/ CIN to be attached)	
4.	Status of the bidder: Proprietorship/ Partnership firm/ Pvt. Ltd. (Attach copy of PAN Card)	
5.	Permanent Income Tax account No. of the Firm with circle/ward and GST Registration Certificate (duly attested photocopy to be attached).	
6.	Authorized suppliers of academic book publishers (Attach copy authorization letter of Publishers)	
7.	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 sample copies of purchase orders for each institution)	
8.	Membership: GOC and /or FPBAI (Attach copy in support of this)	
9.	Affidavit by the vendor/ supplier for not having been blacklisted/ debarred by any public organization/ University/ National Level	



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10.	Authorized suppliers of academic Foreign publishers like Elsevier, Taylor and Francis, Springer, Wiley, Oxford, Cambridge, Harvard, Pearson, MGH etc. (Attach copy authorization letter of Publishers)	
11.	Sole proprietorship: Are you a distributor/ dealer/stockiest/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers.	
12.	Annual financial turnover for three years (FY 2020-21, 2019-20, 2018-19) from the same business. Accounts, Balance Sheets duly certified by the Chartered Accountant should be submitted in support of this along with ITR statement.	
13.	<u>Bank Account Details</u> Account Holder Name: Account Number: Name of the Bank: Branch: IFSC Code:	
14.	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:



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ANNEXURE- IV: FINANCIAL BID
(to be submitted in a separate sealed cover)

To

The Librarian
Indian Institute of Management Sambalpur
Sambalpur University Campus,
JyotiVihar, Sambalpur - 768019
Odisha

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 IIMSBBP/2021-22/LIB/EOI/02, dated 30/12/2021, we are hereby submitting our offer of discounts below.

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

Publications	Minimum Desirable Discount %	Discount (%) offered by the Vendor (In Figures)	Discount (%) offered by the Vendor (In Words)
Foreign Publications	32%		
Indian Publications (Up to Five copies)	25%		
Indian Publications (More than Five copies)	30%		
Government / Not-for-Profit Organizations /Institutional / Similar Publications	5%		

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

Place:

Date:



Signature of the Bidder:

Name, Address of the Bidder:

Telephone No.:

E-mail ID:

