

**Basic Details**

Organisation Chain	Department of Higher Education Indian Institute of Technology Ropar		
Tender Reference Number	1734-22		
Tender ID	2022_DoHE_683100_1		
Tender Type	Open Tender	Form of contract	Empanelment
Tender Category	Goods	No. of Covers	1
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	Tender for Vendors Empanelment for the purchase of books, e-Books and other documents

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	Tender for Vendors Empanelment for the purchase of books, e-Books and other documents				
Work Description	Tender for Vendors Empanelment for the purchase of books, e-Books and other documents				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Goods	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	180	Period Of Work(Days)	0
Location	IIT ROPAR	Pincode	140001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	M Visvesvaraya Block

Critical Dates

Publish Date	20-Oct-2022 06:00 PM	Bid Opening Date	10-Nov-2022 03:00 PM
Document Download / Sale Start Date	20-Oct-2022 06:00 PM	Document Download / Sale End Date	10-Nov-2022 03:00 PM
Clarification Start Date	20-Oct-2022 06:00 PM	Clarification End Date	03-Nov-2022 06:00 PM
Bid Submission Start Date	20-Oct-2022 06:00 PM	Bid Submission End Date	10-Nov-2022 03:00 PM

Tender Documents

NIT Document	S.No		Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf		Tender for Vendors Empanelment for the purchase of books, e-Books and other documents	833.11
Work Item Documents					
	S.No	Document Type	Document Name	Description	Document Size (in KB)

	1	Tender Documents	UPLOADBOOKS.pdf	Tender for Vendors Empanelment for the purchase of books, e-Books and other documents	833.11
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Tender Inviting Authority

Name	The Registrar
Address	Stores and Purchase Section M Visvesvaraya Block Indian Institute of Technology Ropar Rupnagar 140001

Tender Creator Details

Created By	Vijay Kumar
Designation	Junior Supdt
Created Date	20-Oct-2022 04:23 PM



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR
CENTRAL LIBRARY/ केन्द्रीय पुस्तकालय

**Vendor Empanelment for Supply of Books, e-Books
And other Documents**

No. 1734-22/AD-LIB/VEB/PS

Date: 20/10/2022

Indian Institute of Technology Ropar invites applications for “Vendors Empanelment” for the purchase of books, e-Books and other documents such as CDs/DVDs/Audio-Visual Materials on prescribed format from the reputed vendors/distributors/suppliers for the Central Library, IIT Ropar. This empanelment will be valid initially for a period of one year extendable further for another four years at the sole discretion of the institute. Interested book vendors/distributors/suppliers may send completed and sealed application form along with the requisite documents to “The Registrar, M. Visvesvaraya Block, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar- 140001, Punjab.

Closing Date	November 10, 2022 – 03:00 PM
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Instructions for applicants, detailed terms and conditions, application proforma for technical bid are as follows:

Instructions for bidders:

- The interested vendors should submit sealed envelope superscribing – “Prequalified Application for supply of Books, e-Books and other Documents” to “The Registrar, M. Visvesvaraya Block, Indian Institute of Technology Ropar, Permanent Campus, Rupnagar- 140001, Punjab.
- The existing empanelled vendors of IIT Ropar, who wish to apply for the fresh empanelment, need to submit the fresh application, along with the necessary documents. They need not submit a security deposit as their existing security amount shall be adjusted.
- The application should be signed by the authorized person and his/her full name and status should be indicated below his/her signature along with the official stamp of the firm.
- Incomplete and conditional applications will be rejected.
- At any point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be considered as breach of terms of contract, making the firm concerned liable for legal action besides termination of empanelment.
- Any application received after due date and time will not be considered.

(Signature of Proprietor/partner with Stamp)

- The vendors who have been blacklisted/delisted by IIT Ropar during the previous empanelments need not apply. In case they apply, their applications will be not be considered.
- No vendor will be allowed to withdraw the application after the submission.
- The Vendor(s)/ Supplier(s) short-listed for vendor empanelment are required to agree to supply as per the institute's "Terms & Conditions of empanelment for Acquisition of Books and other Documents".
- If any new vendor would like to be the part of empanelment, after finalization of the empanelment, they can send a request letter along with the required documentary proofs as mentioned under the "Criteria for empanelment of Vendors" column. The Institute may consider such requests, on a once-in-a-year basis subjected to the fulfillment of the standard empanelment criteria's.

Criteria for empanelment of Vendors:

- Minimum 5 references of the libraries of reputed national organizations (e.g. IITs, IISc., IISERs, IIMs, NITs, NIPERs, CSIR Labs, ICMR etc.) with whom the firm is already empanelled/registered/for supplying books. Proof of all 5 references must be attached.
- Annual average turn-over of the firm for last three consecutive years should be 1 Crore or more. Proof must be attached.
- Income Tax Returns (ITRs) of last 3 consecutive years need to be attached.
- Annual turn-over of the firm for the last 3 consecutive years with documentary proof needs to be attached.
- Affidavit raised on a non-judicial stamp paper of Rs. 50.00 for not having black-listed for minimum 3 years by any Government organization needs to be attached.

The empanelment will be governed by the following 'Terms and Conditions':

1. General:

- (i) The Director, IIT Ropar reserves the right to cancel/terminate the empanelment of any or all the vendors in case of breach of any of the terms and conditions of the agreement.
- (ii) IIT Ropar does not bind itself to add in their approved list of empanelled vendors or to place order to all or any of the empanelled vendor.

2. Security Deposit:

- (i) Qualified vendors shall submit a security deposit of Rs. 25,000/- (Rupees twenty five thousand only) in the form of demand draft only in favor of IIT Ropar Revenue Account, payable at Ropar, within two weeks of confirmation of empanelment along with signed terms and conditions.
- (ii) The existing empanelled vendors need not submit a security deposit as their existing security amount shall be adjusted.
- (iii) The security deposit will be refunded to the vendors only on successful completion of the terms of empanelment.

(Signature of Proprietor/partner with Stamp)

3. Enquiry on availability of books:

- (i) The library shall invite quotations/proposals from all the empanelled vendors for the required titles and number of copies of each thereof, by email only.
- (ii) Within a week of receipt of the email, the empanelled vendors having books in their ready stock/ready to procure and supply, have to respond within one week time quoting titles available with number of copies and unit price, discount offered, through email for the books worth of less than Rs. 2 Lac from the given list.
- (iii) For the list of books costing 2 Lac and more, vendor need to submit quotation through sealed envelope within two weeks of receipt of email. Information regarding the mode of submitting the quotation, whether through email or sealed envelope, will be intimated while calling quotations.
- (iv) At the time of calling quotations, it is compulsory that vendors should mention the price and discount they are going to offer on each title/all titles.

4. Purchase Orders:

- (i) Supply of books has to be made strictly against the purchase orders and as per agreed terms and conditions of empanelment.
- (ii) Sending the acknowledgement of the receipt of purchase order by email, which is taken as acceptance of the purchase order, is mandatory.
- (iii) Order will be placed to the vendors who offer least price/maximum discount.
- (iv) If two or more vendors offer the same discount, approximate equal distribution of the order will be made among all vendors.
- (v) At the time of approximate equal distribution the previous worth of order placed will be considered to decide the vendors.
- (vi) 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, vendor should seek prior permission from library before supplying the same.
- (vii) Any clarification/query regarding the purchase order should be sought from the Central Library, IIT Ropar within two (02) days of receipt of the order through email.

5. Supply and Return:

- (i) The supply should be free of freight charges.
- (ii) If the supply is made through Railway Parcel, in that case the freight must be pre-paid.
- (iii) If the supply is made by post, the books should be sent through registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
- (iv) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- (v) In case of books received as damage copy/ supply in surplus/ wrong supply, the returning cost will be paid by the vendor.

(Signature of Proprietor/partner with Stamp)

6. Timeframe for supply, and cancellations:

- (i) Three (03) weeks - for Indian titles
- (ii) Six (06) weeks - for Foreign titles
- (iii) Extension of two weeks (grace period) irrespective of Indian/Foreign titles will be given to the vendor based on written request (preferably by email). In case of the expiry of the grace period for the supply of books, the vendor/s may seek further extension for the late supply of books. The Library may review such requests and allow them through email intimation.
- (iv) After the expiry of timeframe including grace period and further extension period, the Library may cancel the purchase order.
- (v) The decision of accepting the supply of cancelled titles is the sole discretion of the Institute.

7. Edition specifications:

- (i) Latest editions of books must be supplied, unless mentioned otherwise.
- (ii) By default, paperback editions of books should be supplied, unless specified otherwise.
- (iii) By default, Indian editions of books should be supplied, unless mentioned otherwise.
- (iv) In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

8. Invoicing procedure:

- (i) Pre-receipted invoice(s)/bill(s) are to be submitted in duplicate (2 copies).
- (ii) The original invoice/bill should be signed by authorized signatory and a revenue stamp (in case the invoice/bill amount exceeds Rs. 5,000.00) should be affixed on it.
- (iii) Invoice should be raised in favor of Librarian, Central Library, IIT Ropar, Rupnagar, Punjab – 140 001.
- (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 under one invoice.
- (v) Any taxes ((i.e. GST, IGST, TDS etc.) wherever applicable and / or levied by Govt. of India from time to time will be applicable.

9. Undertaking by the Vendor.

- (i) The prices charged in this invoice are the actual, current/discounted publisher/distributor/and other vendor prices as billed to us; and are true and correct.
- (ii) The latest editions have been supplied, and they are not remaindered titles.
- (iii) The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs/DVDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by us free of cost, at the destination of supply.
- (iv) I/We am/are bind to send acknowledgement of purchase order by email within two days of receiving the order.

(Signature of Proprietor/partner with Stamp)

- (v) All the reminders and enquiries by institute for unsupplied books, incorrect invoice, price proof etc. will be answered and appropriate action will be taken by us.

10. Mandatory enclosures with invoice:

- (i) A copy of publisher/distributor/online shop and other vendor's invoice/catalogue as a price proof.
- (ii) A currency conversion proof.
- (iii) Every price proof and currency conversion proof should contain stamp and authorized signature of the vendor.

11. Conversion Rates:

- (i) The prices in the invoice should be indicated in original currencies.
- (ii) Financial Benchmarks India Pvt. Ltd. (FBIL) currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.
- (iii) If the vendor failed to follow the FBIL currency conversion rates, the institute will process the invoice as per FBIL currency conversion rates prevailing on the date of purchase order.

12. Termination of registration and delisting from the panel:

A vendor's registration may be terminated/dropped from the list of registered suppliers at any time in case of any of the following occurrence:

- (i) If the vendor fails to deliver even, at least 85% of the supply (in terms of number of titles) during the preceding year.
- (ii) If the vendor fails to raise quotation for 5 consecutive terms during the year.
- (iii) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
- (iv) If at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in loss to the Institute in any form.

In such case(s), the institute will be at liberty to cancel the empanelment without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.

13. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time. The same will be communicated to the vendor accordingly.

14. All the disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of Director, IIT Ropar or his nominee. The decision of the arbitration shall be final and binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of courts of law of IIT Ropar, Rupnagar (Punjab).

(Signature of Proprietor/partner with Stamp)

Empanelment of Vendors for supply of Books, e-Books and other Documents

Application Form

1.	Name of the vendor/firm with complete address of Head Office and branches with telephone and fax nos., email, web site (if any).	
2.	Nature of organization: Proprietorship/ Partnership/Company etc. (i) Name and address of Directors / Managing Directors / Proprietor (ii) If partnership, name and address of partners	
3.	Are you a member of Federation of Publishers' and Booksellers' Association of India (FPBAI)? If so, attach a copy of the membership.	
4.	Are you a member of any other State / National Association of Books suppliers? If so, attach a copy of the membership.	
5.	Are you a distributor /dealer /stockiest /exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the details of Distributor/Dealership/stockiest/exclusive/preferred agents.	
6.	Whether copies of Income Tax Returns for the last 3 consecutive years are attached. Yes/No	
7.	Minimum 5 references of the Libraries of reputed national organizations with whom you are already registered/authorized suppliers (e.g. IITs, IISc., IISERs, NIPERs, NITs, IIMs, CSIR Labs, ICMR etc.) with documentary evidence for all references.	
8.	Mention the annual turn-over of the firm for the last three consecutive years with documentary evidence.	
9.	Attached an Affidavit raised on a non-judicial stamp paper of Rs. 50.00, by vendors for not having black-listed for minimum 3 years by any Government organizations. Yes/No	
10.	I agree to submit a security deposit of Rs. 25,000/- in the form of demand draft in favor of IIT Ropar Revenue Account within two weeks of confirming vendor empanelment along with signed terms and conditions. Yes / No /Existing vendor, please provide the demand draft details submitted already.	

(Signature of Proprietor/partner with Stamp)

DECLARATIONS

- (i) I/We _____
(names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief. I/we have read and understood Institute “Terms and Conditions” of contract and agree to abide by the same in all respect.
- (ii) I/We also hereby declare that all matters related to IIT Ropar shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- (iii) Mr. _____, whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of our firm without fail.

(Signature of Proprietor/partner with Stamp)

भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Central Library

Proforma for inviting quotations for purchasing new books

Date of Quotation Called:	
Last Date:	
Name of the Vendor:	
Name of the Contact Person:	
Phone No. of Contact Person:	

		Books List		IITRPR/LIB/QUO/07/2022-23				
Sl. No.	ISBN	Title	Author	Publisher	Edition/ Year	Copies	Price	Discount
1	9781259064791	Mechanical metallurgy	Dieter, G.E.	McGrawHill Education	3rd ed., 2018	10		
2	9780123851321	Materials processing: a unified approach to processing of metals, ceramics and polymers	Francis, Lorraine F.	Academic Press (Elsevier)	2016	4		
3	9780241952702	The Quantum universe: everything that can happen does happen	Cox, Brian and Forshaw, Jeff	Penguin	2012	1		
4	9781784706081	Beyond weird	Ball, Philip	Vintge	2019	1		

5	9780323850285	Delay-doppler communication: principles and applicaion	Hong, Yi ... et al.	Elsevier	2022	2		
6	9788770226561	Orthogonal time frequency space modulation: OTFS a waveform for 6G	Sekhar, Suvra and Prasad, Ramjee	River Publications	2021	2		
7	9781107042650	Dynamics of multibody systems	Shabana, Ahmed A.	Cambridge University Press	2013	2		
8	9781119115564	Mechanical measurements	Venkateshan, S.P.	John Wiley & Sons	2nd ed., 2015	20		
9	9780073529301	Experimental methods for engineers	Holman, J.P.	McGrawHill	8th ed., 2012	5		
10	9781853126239	Water wave scattering by barriers	Chakrabarti, A. and Mandal, B.N.	WIT Press	1999	1		
11	9781627081122	ASM Handbook Vol.4E: Heat treating of nonferrous alloys	Totten, George E. (Ed.)	ASM International	2016	2		
12	9788173710483	Chemical engineering thermodynamics	Rao, Y.V.C.	Universities Press	1997	10		