



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015
TAMIL NADU**

CENTRAL LIBRARY

TENDER

Tender No:1/NITT/CL/Empanelment/2016-2018

Dated: 22.09.2015

National Institute of Technology , Tiruchirappalli, Tamil Nadu, invites expression of interest (EOI) for “Vendors Registration and Empanelment” for supply of books and other documents such as CDs/DVDs/Audio-Visual Materials on prescribed formats from the reputed publishers/vendors/distributors to the Central Library, NIT Tiruchirappalli for the financial years of 2016-2017 and 2017-2018.

Tenders are invited under the two bid system i.e. Technical Bid and Financial Bid. The technical bid will be opened first. In the second stage, financial bid of the vendors who qualifies the technical bid will be opened. Interested vendors may send the completed application form along with the requisite documents to “The Librarian, National Institute of Technology, Tiruchirappalli- 620015, Tamil Nadu, India”.

Last Date for Submission of Tenders : 30th OCTOBER 2015 3.00 P.M.
Date of opening of Tenders : 30th OCTOBER 2015 3.30 P.M.

1. Instructions and terms and conditions for bidders:

- 1.1 The interested vendors should submit two separate sealed envelopes superscribing “Prequalified Bid for supply of Books and other Documents” and “Financial Bid for supply of Books and other Documents” to The Librarian, Central Library, NITT Tiruchirappalli, Tamil Nadu”.
- 1.2 The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along with the official seal of the firm.
- 1.3 If, any point of time, any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to breach of terms of contract and the firm concerned is liable for legal action besides termination of empanelment.
- 1.4 No bidders will be allowed to withdraw the submitted bids before opening of the tender. The bid withdrawing vendors are liable to be black-listed by the institute.
- 1.5 Tenders received after due date and time will not be considered.
- 1.6 The Vendor(s)/ Supplier(s) short-listed for Vendorship empanelment are required to strictly agree to the “Instructions and Terms & Conditions” as stipulated.
- 1.7 The qualified vendors will be informed by e-mail followed by Registered post.

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

2.1 General: The Director, NIT Tiruchirappalli reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection /arbitration. NIT Tiruchirappalli does not bind itself to add in approved list of vendors or to place the purchase order to any of the vendor.

2.2 Security Deposit: Qualified vendors (both in technical and financial bid) should submit a security deposit of Rs.25,000/- (Twenty Five thousand only) vide Demand Draft, in favor the Director, National Institute of Technology, Tiruchirappalli within ten (10) days of confirming vendor empanelment. The security deposit will be refunded to the vendors only on successful completion of the duration of empanelment i.e., two years from the date of commencement of empanelment.

3.3 Enquiry on availability of Books: The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email. Within five (5) days of receipt of the enquiry email, the vendors having books in their ready stock have to respond quoting available titles with number of copies and unit price, by reply e-mail only.

3.4 Purchase Orders: Supply of books has to be made strictly against the Purchase Orders. Acknowledgement receipt of purchase order will be taken as acceptance, preferably by e-mail. Any clarification/query regarding the purchase order should be sought from the Librarian within five (5) days of receipt of the firm supply order.

3.5 Supply: The supply should be free of freight charges. If the supply is made through Railway Parcel/ Registered Post or parcel or courier, the charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. If a vendor is unable to supply books from confirmed PO's within the timeframe, no further orders will be placed and the firm will be black-listed. The security deposit will not be refunded and treated as punishment.

3.6. Timeframe for supply, and cancellations: A four (04) weeks (maximum) - for Indian titles and eight (08) weeks (maximum) - for foreign titles is the timeframe and after the expiry of timeframe, the purchase order automatically stands cancelled.

3.7. Edition specifications: Only the original, latest and economic editions of books must be supplied, unless specified otherwise. By default, Indian editions of books should be supplied if available. If not, clarification/permission should be sought, preferably by email, from the Librarian, for supplying available editions.

3.8. Invoicing procedure: One invoice should be raised against one purchase order. Pre-receipted invoice for each supply order is to be submitted in triplicate (3 copies) addressed to The Director, (Attn: Librarian), Central Library, NIT Tiruchirappalli -620015, Tamil Nadu , India.

3.9. Undertaking: Every invoice should certify that the prices charged are as per the publisher's invoice and latest catalogue, only the latest editions are supplied, the books supplied against the orders have been checked for defects of all kinds and condition of accompanying material viz., CDs etc. and if any defects are detected later, the defective books will be replaced by us free of cost, at the destination of supply.

3.10. Mandatory enclosures with invoice: A copy of publisher's invoice as a price proof without any manipulation is mandatory with latest RBI/GOC conversion rate intimation letter. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

3.11 Discount: Based on practical and realistic percentage of discount quoted by the bidders; evaluated and finalized by the institute's competent authorities shall remain in force during the currency of empanelment. It may be specifically noted that no changes in the accepted rates shall be allowed during currency of empanelment. Discount will be fixed on the basis of technically qualified bidders' quote.

3.12 Conversion Rates: The prices in the invoice should be indicated in original currencies. Reserve Bank of India (RBI)/GOC 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.

4. Termination of registration and delisting from the panel: A vendor's registration may be terminated/dropped/black-listed from the list of registered suppliers at the occurrence of any of the following event:

4.1 If the vendor fails to deliver even, at least 75% of the supply (in terms of number of titles) during the year.

4.2 In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor, 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 losses in any form to the Institute.

4.3 In such case(s), the institute will be at liberty to cancel the registration 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.

5. 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.

6. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Director, NIT Tiruchirappalli or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within Courts of Laws under jurisdiction of Tiruchirappalli Courts, Tamil Nadu.

7. Enclosures Check List: The Copy of PAN Card, Copy of Trade Association's Membership, Copy of Last three years balance sheet, Testimonials from institute like IIT's, IISER, IISc, NITs, Central Universities etc. and Copies of Certificate/letters from the publishers are to be enclosed along with bid.

8. Jurisdiction of court of Law: Any Legal disputes that may arise out of the Vendors' Registration and Empanelment shall be subject to the jurisdiction of a court in Tiruchirappalli, Tamil Nadu (India)

TECHNICAL BID
APPLICATION FORM

1. Name of the Firm :

2. Address of Head Office & Branches with

Telephone No. :

Fax No. :

E-mail. :

Web site, if any :

3. Indicate the type of Proprietorship:

Directors / Managing Directors / Proprietor [YES/NO]

Name and address of Directors / Managing Directors / Proprietor

If partnership, name and address of partners [YES/NO]

4. Whether the firm is a member of Good Offices Committee (GOC)? If so, attach a copy of the membership. [YES/NO]

5. Is the firm a member of Federation of Publishers' and Booksellers' Association of India (FPBAI)? If so, attach a copy of the membership. [YES/NO]

6. Is the firm a member of any other State / National Association of Books suppliers? If so, attach a copy of the membership. [YES/NO]

7. Is the firm 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. [YES/NO]

8. Whether firm is Income Tax payee? If so, please attach a copy of Income Tax Return filed for the last 3 consecutive years. [YES/NO]

9. Has the firm enclosed a minimum 6 references (4 should be from the institutes of national importance and 2 should be from reputed research institutes (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.) with whom already registered and supplying books and other documents along with the Technical Bid. [YES/NO]

10. Is the annual turnover of the firm for the last three consecutive years enclosed with documentary evidence? [YES/NO]
11. Is 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 enclosed? [YES/NO]

DECLARATIONS

1. 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 our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We also hereby declare that all matters related to NIT Tiruchirappalli shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr. _____, whose signatures are given below, is an authorized representative of this firm.
4. I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Signature of Partners/Proprietors.

(with Firm's Seal)

Date:

Place:

FINANCIAL BID'S DATA SHEET -1

SI.No.	DESCRIPTION	% OF Discount offered	
		Foreign publications	Indian publications
1.	Textbooks		
2.	Economic/Cheap Editions of Publications other than Textbooks		
3.	Reference/Research publications		
4.	Encyclopedias, Handbooks, Manuals, Dictionaries, Directories, etc.		
5.	Government/Academic/Institutions/Society Publications		
6.	General Publications [Competitive Exam Guides, Objective type Q&A, GK, Swami Publications, Hindi Publications etc.		
7.	CD/DVDs		

Declaration:

I/We shall abide by the terms and conditions of NIT, Tiruchirappalli as mentioned in the document. The data provided in the technical and financial bid are true.

Signature of Partners/Proprietors.

Date (with Firm's Seal):

FINANCIAL BID's DATA SHEET -2

FOREIGN PUBLICATIONS

SL.No.	Publisher/Group	Discount	Direct Account Y/N

Signature of Partners/Properties.

Date (With Firm's Seal)

FINANCIAL BID's DATA SHEET -3

INDIAN PUBLICATIONS

SL.NO	Publisher/Group	Discount %	Direct Account Y/N

Signature of Partners/Properties.

Date (With Firm's Seal)