



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA**  
**Uruvela, Prabandh Vihar**  
**Bodh Gaya – 824234, India**

Tender No: IIMBG/NIT/2021-22/Book Supply Agency/04

Date: August 25, 2021

**Notice Inviting Tender (NIT) for empanelment of Vendors/Suppliers for supply of books to  
IIM Bodh Gaya**

Issued By

IIM Bodh Gaya (Bihar)

**(e-Tender mode only)**

**Chief Administrative Officer (CAO)**

**IIM Bodh Gaya (Bihar)**

**Tender Inviting Authority (TIA)**

**Phone: 0631-2200238, 7033439192, 9313159741 Mail Id: [cao@iimbg.ac.in](mailto:cao@iimbg.ac.in)**

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Tender document and other details can be obtained from <https://mhrd.euniwizarde.com>,  
<http://www.iimbg.ac.in> & CPP Portal website: [www.eprocure.gov.in/epublish/app/epublish/app](http://www.eprocure.gov.in/epublish/app/epublish/app)

Registration with M/s ITI Ltd: - Intending Vendor/Supplier are requested to register themselves with M/s ITI Ltd (if not registered earlier) through <https://mhrd.euniwizarde.com> for obtaining user-id, by paying a registration fee (As given in the e-portal), and online tender processing fee (As given in the e-portal), etc. Vendor/Supplier are also required to obtain Class-III (Signing + Encryption) Digital Signature for participating in the e-tender.

E-Tender Processing Fee – Rs (As given in the e-portal) pay to “ITI LTD. Through e-payment gateway.

For participating in the e-Tendering process of IIM Bodh Gaya (Bihar), the contractor shall have to get them registered on the site <https://mhrd.euniwizarde.com> by making required payment through only online payment mode so that they will get user ID and Password. This will enable them to access the website, <https://mhrd.euniwizarde.com> with the help of Class-III (Signing + Encryption) Digital Signature by which they can participate in e-Tender of IIM Bodh Gaya.

For this intending Vendor/Supplier may contact following e-Wizard Helpdesk numbers.

- 1.1 E-Wizard Helpdesk Patna  
1st floor, M-23, Road No. - 25,  
Near SBI Sri Krishna Nagar, Patna-800001.  
Phone No.: 0612-2520545 or 8448288982, 8448288984, 8448288985, 8448288986  
MAIL ID – ewizardhelpdesk@gmail.com
- 2.1 E-Wizard Helpdesk  
New Delhi -110001, Phone No. 011-49606060

**Notice Inviting Tender (NIT) For Empanelment of Vendors / Suppliers for Supply of Books to**

**IIM Bodh Gaya**

**(e-Tender mode only)**

Indian Institute of Management, Bodhgaya, Bihar (IIM Bodhgaya) invites online bids from reputed, experienced and financially sound Vendors / Suppliers for Supply of Books to IIM Bodh Gaya. Interested Vendors / Suppliers meeting the eligibility criteria as per tender document may submit their tenders for supply of books to IIM Bodh Gaya, complete in all respect.

Tender document and other details can be obtained from <https://mhrd.euniwizarde.com>,  
<http://www.iimbg.ac.in> & CPP Portal website:  
[www.eprocure.gov.in/epublish/app/epublish/app](http://www.eprocure.gov.in/epublish/app/epublish/app)

Bid must be submitted through online mode only.

**Critical Dates of Tender:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1.	Date and Time of online Publication/Download of Tender	25 Aug 2021	05:00 PM
2.	Bid Submission close date & time	16 Sep 2021	9:00 AM
3.	Opening of Technical Bids	16 Sep 2021	12:00 PM
4.	Opening of Financial Bids	After Technical Bid Evaluation, will be informed later.	
5.	EMD (Earnest Money Deposit)	50,000/- (Rupees Fifty Thousand Only)	
6.	Performance Security	EMD of Successful Vendor/Supplier /s will be converted into Performance Security	
7.	Location of the Delivery	<b>Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar Bodh Gaya – 824234, India</b>	
8.	Contact Details	<b>CAO</b>	
9.	Period of Contract	Period of contract will be initially for 02 Years which may be extended further two years on one-year extension + one year extension basis i.e (2 yrs. + 1 yr ext.+1 yr ext) on same rate and terms & conditions.	
10.	Commencement Date	<b>1<sup>st</sup> October, 2021</b>	

## **1. ABOUT IIM BODHGAYA**

Indian Institute of Management Bodh Gaya is an Institution of National Importance under the Indian Institutes of Management Act, 2017.

## **2. SCOPE OF WORK**

To supply the books as per requirement and instructions of IIM Bodh Gaya.

## **3. OID, ELIGIBILITY CRITERIA & TECHNICAL CRITERIA**

### **3.1 OID (Other Important Documents)**

OID viz. Firm Registration Certificate, PAN details, GSTIN/CST/ST etc. details are to be provided.

### **3.2 Eligibility Criteria**

- a) The Vendors / Suppliers should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-I**.
- b) The Vendors / Suppliers should have not been debarred/blacklisted/should have not been terminated /ceased without completing the entire duration of policy period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India during past five years from the last date of submission of bids. A duly completed certificate to this effect is to be submitted as per **Annexure-II**.
- c) Vendors / Suppliers should have at least 10 years of experience in book trade.
- d) The Vendors / Suppliers must be a member of the Federation of Publishers and Booksellers Association of India (FPBAI).
- e) Vendors / Suppliers must be an authorized distributor / dealer/ supplier of the publishers, recent authorization certificate from reputed publisher has to be uploaded.
- f) The Vendors / Suppliers must have minimum annual turnover of 01 Crore (Rupees One Crore Only) per annum during financial years 2017-18, 2018-19 and 2019-20 for a similar line of business. The Vendors / Suppliers must submit a duly signed certificate (with membership number) from Chartered Accountant (CA) clearly showing financial year-wise turnover.
- g) The Vendors / Suppliers should be empaneled with Government/Statutory bodies/Professional bodies, Educational institutions/ State /Central universities in supplying of books in last three years ending on 31 March 2021. During these three years Agency should be empaneled with at least two Institute of National Importance like IIM, IIT, NIT, IISc, IIIT, IISER, NISER (Letter of Empanelment to be enclosed). The Vendors / Suppliers must enclose the Photocopies of a minimum of five work orders / Purchase order/ Supply Order from reputed educational institutions for the supply of books out of which at least two should be from Institute of National Importance.

**[Vendors / Suppliers are requested to enclose copies of valid documents in support of fulfilling above eligibility criteria mentioned in Para 3.1 and 3.2]**

### **3.3 Technical Criteria**

Vendors / Suppliers required to sealed & signed of each page of technical bid and submit as per **Annexure-III**. Unsigned technical bid or the bids not in prescribed format will be rejected without assigning any reason.

### **3.4 Financial bid details**

The discounts should be quoted in the format, as per Annexure – VI.

## **4. EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE SECURITY**

### **4.1 EARNEST MONEY DEPOSIT (EMD)**

EMD of Rs. 50,000/- (Rupees Fifty Thousand Only) to be deposited through online mode only (RTGS/NEFT). The bank details are given below:

**Account Name: - IIM BODHGAYA**  
**Account No.-35289661031**  
**Bank Name: - State Bank of India**  
**Branch: - Bodh Gaya**  
**IFS Code: SBIN0002739**

**The proof of payment must be enclosed with Technical Bid.**

**4.2** The vendor/supplier registered with Directorate General of Supply and Disposal (DGS&D)/ National Small Industries Corporation (NSIC)/ Ministry of Micro, Small and Medium Enterprises (MSMEs) Startups for these services are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) with their tender to this effect.

**4.3** EMD of all unsuccessful vendor/supplier will be returned after finalization of the tender. EMD of the successful vendor/supplier will be automatically converted to Performance Security.

**4.4** The amount of EMD is liable to be forfeited if the Vendor/Supplier withdraws from the offer after submission of the tender.

**4.5 In case of non-supply of any title of three consecutive purchase orders, the Performance Security shall be forfeited, and the vendor shall be blacklisted for two years in addition to the termination of the empanelment.**

**4.6 Performance Security shall be returned to the empaneled vendor/s without any interest, whatsoever, after completion of empanelment period.**

**4.7** No interest will be paid on the EMD / Performance Guarantee.

## **5. BID VALIDITY PERIOD**

The bid will remain valid for 90 days (Three Months) from the date of opening as prescribed by IIM Bodhgaya. A bid valid for a shorter period shall be rejected, being non-responsive.

## **6. Online Bid Submission Procedure**

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

### **6.1 MODE OF SUBMISSION OF BID**

**The Vendor/Supplier must ensure that the bids should be submitted online before or by due date.**

**a) Technical Bid Part I**

**The Technical Bid (COVER-1) should contain Annexures I to V.** Vendor/Supplier should comply with the specification of the tendered item in all respect, no deviations are acceptable.

**b) Financial Bid Part II**

Financial bid by the tender is to be submitted after filling all relevant information.

The Financial Proposal should mention only percentage of Discount and should be uploaded strictly as per format given at **Annexure-VI** available with the tender, failing which the offer is liable for rejection. The Discount rate shall be filled up both in figures and in words.

<b>COVER – 1 (TECHNICAL BID)</b> (Following documents to be provided as single PDF file)			
<b>Sr. No.</b>	<b>Documents</b>	<b>Content</b>	<b>File Types</b>
1.	<b>Technical Bid</b>	Technical Bid Summary	.PDF
2.		Tender EMD details	.PDF
3.		Self-declaration certificate for acceptance of all terms and condition of the tender document as per <b>Annexure - I</b>	.PDF
4.		Self-declaration certificate for non-Blacklisting by any department/organization as per <b>Annexure - II</b>	.PDF
5.		Copy of Work Orders (In One PDF File)	.PDF
6.		Proof of membership of the Federation of Publishers and Booksellers Association of India (FPBAI)	.PDF
7.		Recent authorization certificate from reputed publishers for authorized distributor/dealer/supplier of the publishers.	.PDF
8.		Copy of documents to be enclosed as mentioned in Para 3.2 (g)	
9.		Duly signed certificate from Chartered Accountant (CA) clearly showing financial year-wise turnover	.PDF
10		Mandate form for electronic fund transfer/RTGS/other cashless transfer as per <b>Annexure V</b>	.PDF
11.		<b>Other Important Documents</b> <ul style="list-style-type: none"><li>● Firm Registration Certificate</li><li>● PAN details</li><li>● GST Registration details</li></ul>	.PDF
12.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
13.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF
Note: Institute may ask the vendor/supplier to submit any other certificate/document as it may deem fit.			
<b>COVER – 2 FINANCIAL BID (PRICE-BID)</b>			
<b>Sr. No.</b>	<b>Types</b>	<b>Content</b>	<b>File Types</b>
1.	Financial Bid	Price Bid in given format BOQ only.	.xlsx

## **7. BID EVALUATION**

- 7.1** The Technical Evaluation Committee of the Institute constituted for the purpose shall assess the ability of the agencies to render the requisite services based on the company profile, rating and on such other criteria as it may fix and the Financial Bids of only those Vendors / Suppliers qualifying the technical evaluation will be considered
- 7.2** Opening and Evaluation of Bids: The institute reserves the right to seek clarifications or additional information/ documents from any Vendor/Supplier regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the Vendor/Supplier does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

## **8. AWARD OF CONTRACT**

- 8.1** For supply of books, one or more vendor/Supplier will be empaneled. The highest discount quoted by Vendors / Suppliers for individual category publications {Foreign Publications, Indian Publications, Indian Language Books & Government/Society Publications – single copy and multiple copies as per Financial Proposal} will be offered to all technically qualified vendor. Those vendors who accept the offer will be empaneled for supply of Books.
- 8.2** The vendor/s should accept the offer within 10 days from the date receipt of offer letter for empanelment, failing which the offer will be cancelled automatically.
- 8.3** The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.
- 8.4** IIM Bodh Gaya reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.

## **9. LIQUIDATED DAMAGES**

- a) In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.
- b) In case of failure in settlement of claims within the time frame, the penalty will be enforced as per Institute norms.

## **10. EMPANELMENT PERIOD**

The contract period will be initially for two (2) years from the date of award of empanelment letter. Based on the performance, this contract/empanelment may be extended further for two more years on one-year extension + one year extension basis on mutual consent.

## **11. PERFORMANCE SECURITY**

The EMD of empaneled vendor/s shall be automatically converted to Performance Security

In case of non-supply of any title of three consecutive purchase orders, the Performance Security shall be forfeited, and the vendor shall be blacklisted for two years in addition to the termination of the empanelment.

Performance Security shall be returned to the empaneled vendor/s without any interest, whatsoever, after completion of empanelment period.

## 12. DELIVERY OF ORDERS

- 12.1 The vendor/Supplier should acknowledge the receipt of purchase order/ supply order preferably by email, which is taken as an acceptance of the purchase order/ supply order.
- 12.2 Any clarification/query regarding the purchase order should be sought from the Library, IIM Bodh Gaya within three (3) days of receipt of the order.
- 12.3 Vendor should send the supply position/status within five (5) days from the date of the purchase order; else the order should be treated as cancelled and transfer to another vendor.
- 12.4 The book should be sent to the Librarian, Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar Bodh Gaya, Bihar, India – 824234 by Speed Post/Parcel/Registered Parcel/Courier Services/Person or any other mode at free of freight charges. The institute will not be liable for any loss, damage in transit.
- 12.5 The vendor has to strictly execute all the supplies within the stipulated time frame (60 days in case of foreign books and 15 days in case of Indian Books) from the issue of the order. However, it may please be noted that at times, the supplier will be required to deliver the books against instant orders.
- 12.6 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 institute for supply. The vendor has to submit the proof from the publisher in support of OUP or POD Title.
- 12.7 Please note that if Indian Editions of the books are available in the market, the same should be supplied even if the Foreign Edition is mentioned in our order unless otherwise specified.
- 12.8 The vendor has to supply only latest edition of the title.
- 12.9 No banned book(s) should be supplied, and if any such book is supplied, it would be forfeited.
- 12.10 In case vendor/s are unable to meet 70% supply of the ordered items, vendor/s may be ceased to have a preference for future orders.
- 12.11 Transit Insurance will be borne by the supplier until the supply reaches the destinations.
- 12.12 Damaged books or books with missing pages shall under no circumstances be accepted by IIM Bodh Gaya and should be taken back by the supplier even after they have been stamped for accessioning.
- 12.13 All the books supplied should be as per bibliographic specification supplied, and if the books are not found satisfactory, the same will be sent back, and the expenditure will be borne by the supplier.
- 12.14 The institute has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
- 12.15 **Packing: Books must be packed by using proper packing materials to ensure that it can withstand the road hazards, natural calamities and not damaged or folded during transit. The packing list giving full particulars of the items must be kept in the packing. The particulars of the order number and date should also be there.**

### 13. INVOICE

Invoice is to be submitted in triplicate in the name of Librarian, Indian Institute of Management Bodh Gaya. The invoice should contain the Purchase Order Number and Date.

### 14. PRICE PROOF

The supplier shall have to furnish the proof of the book prices in case of foreign books and those Indian books where price is not printed. In case price manipulations are detected at any stage, the supplier shall be responsible for the same and the excess amount incurred shall be refunded by the supplier to the Institute in one instalment.

In support of price, the vendors should provide the copy of the procurement invoice from publishers/distributors/copy of publisher's price list.

Every Price proof and currency conversion proof should be signed and stamped by the vendor.

### 15. CURRENCY EXCHANGE RATE

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.

Conversion rate will be applicable as per GoC. Vendor/ Supplier must submit supporting documents for conversion rate.

### 16. PAYMENT

Payment shall be made within 30 working days from the receipt of the consignment/books in good condition and after receipt of the final bill, duly supported by all required documents.

### 17. TERMS OF CONTRACT

The discount percentage shall remain unchanged during the entire period of empanelment.

**Exit Clause:** The contract can be terminated by giving three-months notice period by either side. However, in any instance contract will be terminated if service of the vendor/supplier found non-satisfactory.

**Contract Agreement:** The successful Vendor/Supplier shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIM Bodh Gaya reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

**Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute.

**Penalties:** If the supply is not completed in the stipulated time as prescribed in this document, the Institute may charge a penalty equivalent to 1% of the order value per week and maximum up to 5% total order value.



**Other Terms & Conditions:**

IIM Bodh Gaya shall have discretion to give any order to any empaneled agency selected through tendering process and the other agency will not have to claim for the order.

The Institute will have the right to drop any Agency from the empaneled list without assigning any reason whatsoever. Institute also reserves the right to modify the Terms and Conditions for empaneled Agencies.

The supplier undertakes to refund the amount if charges exceed the price of the books.

No advance payment will be made to the Vendors / Suppliers under any circumstances.

TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

IIM Bodh Gaya reserves the right to accept or reject any of the tenders without assigning any reason.

**18. Arbitration:**

All disputes arising out of this contract shall be referred to the Director, IIMBG. whose decision shall be final and binding on both parties.

**19. Jurisdiction of Dispute:**

It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Gaya alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Gaya.

**20. Force Majeure**

The Vendor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, —Force Majeure means an event beyond the control of the vendor and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the IIMBG in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Vendor shall promptly notify the IIMBG in writing of such condition within 3 days of such situation and the cause thereof. Unless otherwise directed by the IIMBG in writing, the vendor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event

**ANNEXURE – I**

**To,  
Indian Institute of Management Bodh Gaya  
Uruvela, Prabandh Vihar  
Bodh Gaya- 824234, Bihar India  
Sub: - Self Declaration Certificate  
Ref: - IIMBG/NIT/2021-22/Book Supply Agency/04  
25.08.2021**

**Date:**

(Notice Inviting Tender (NIT) for empanelment of vendors / suppliers for supply of books to  
IIM Bodh Gaya)

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids towards the for Notice Inviting Tender (NIT) for empanelment of vendors/suppliers of books to IIM Bodh Gaya, 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.

I / We also confirm that the discount rates quoted by me/us are inclusive of all taxes, duties etc, applicable as on date and are for Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya- 824234, India.

**Date:**

**Authorized Signatory**

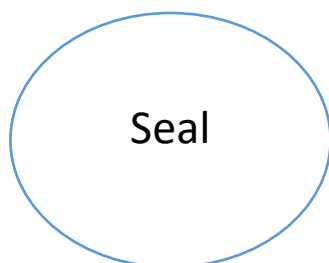
**Place:**

**Name:**

**Designation:**

**Contact No.:**

**Email ID:**



**CERTIFICATE**

**(To be provided on letter head 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.

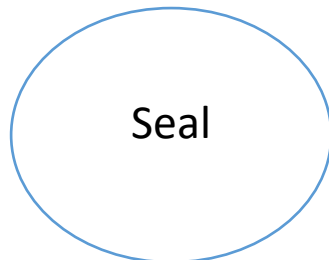
I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Date:**

**Authorized Signatory**

**Name:**

**Place:**



**Designation:**

**Contact No.:**

## Technical Bid Summary

Sr. No.	Particulars	Details/ Compliance (Y/N)	If submitted, Mention Page No. & File Name		Remarks
			From	To	
1.	EMD Submission Details: Amount: INR 50,000.00 Transaction ID: Date:				
2.	Self-declaration certificate for acceptance of all terms and condition of the tender document as per <b>Annexure – I</b>				
3.	Self-declaration certificate for non-Blacklisting by any department/organization as per <b>Annexure - II</b>				
4.	Proof of membership of the Federation of Publishers and Booksellers Association of India (FPBAI)				
5.	Copy of Work Orders (In One PDF File)				
6.	Recent authorization certificate from reputed publishers for authorized distributor/dealer/supplier of the publishers.				
7.	Copy of documents to be enclosed as mentioned in Para 3.2 (g)				
8.	<b>Copy of Permanent Account Number (PAN)</b>				
9.	<b>Copy of GST Registration Certificate</b>				
10.	<b>Copy of Firm Registration Certificate</b>				
11.	Details of Vendor/Supplier's Annual Turnover Specifically in Similar Services for last three financial years. (Minimum annual turnover of INR 01Crore per annum during financial years 2019-20, 2018-19 and 2017-18 for a similar line of business) FY 2019-20 Rs _____ FY 2018-19: Rs _____ FY 2017-18: Rs _____ (Audited /Unaudited) (Duly signed certificate (with membership number) from Chartered Accountant (CA) clearly showing financial year-wise turnover)				
12.	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any				
13.	All other documents, as required in terms of the tender, to claim eligibility.				

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**Declaration**

I/we.....(Name of the Authorized Representative of Vendor/Supplier)  
of.....(Name of the Vendor/Supplier) do hereby declare that the entries made here  
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: (Name & signature with stamp of the Vendor/Supplier)

**Statutory Documents (Copies of documents to be enclosed)**

<b>Name of the Party</b>		
<b>Date of Incorporation / Establishment</b>		<b>Supporting documents are to be attached along with the Annexure</b>
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Turnover during last three years ending on 31st March, 2020 (Duly certified by a Chartered Accountant should be attached with the bid):</b>		
FY 2019-20: Rs _____		
FY 2018-19 Rs _____		
FY 2017-18: Rs _____		
<b>Registered Office Address</b>		
<b>Authorized Signatory Details</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

Name in Block Letter:

Contact no.:

Designation:

Full Address:

Signature and Seal of the Tenderer

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

The Chief Administrative Officer  
 Indian Institute of Management  
 Bodhgaya

Sub: Authorization for release of payment / dues from Indian Institute of Management Bodhgaya through Electronic Fund Transfer/RTGS/ other cashless facilities.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City \_\_\_\_\_

Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Chief Administrative Officer, Indian Institute of Management Bodhgaya responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS/other cashless facilities.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature &amp; Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

Signature of the Authorized Official from the Bank

**N.B : Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.**

**PART – II FINANCIAL BID (FORMAT)****(To be filled online)**

Date of Submission of Financial Bid:	
Notice Inviting Tender (NIT) for empanelment of vendors/suppliers of books for IIM Bodh Gaya Tender Ref. No: IIMBG/NIT/2021-22/Book Supply Agency/04	
Name of the Vendor/Supplier:	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	

**Percentage of Discount Offered**

S. No.	Publications	Discount (%ge) for Single Copy		Discount (%ge) for Multiple Copies	
		In Figure	In Words	In Figure	In Words
1	<b>Foreign Books</b>				
	(a) General Books				
	(b) Textbooks				
	(c) Reference Books				
2	<b>Indian Publications</b>				
	(a) General Books				
	(b) Textbooks				
	(c) Reference Books				
3	<b>Indian Language Books</b>				
4	<b>Government/Society Publications</b>				

**Note: The discount percentage shall remain constant during the entire period of contract****DECLARATION**

I/we..... (Name of the Authorized Representative of Vendor/Supplier)  
of..... (Name of the Vendor/Supplier) do hereby declare that the entries made here  
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 &amp; Date:

(Name &amp; signature with stamp of the Vendor/Supplier)