



**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
URUVELA, PRABANDH VIHAR , BODH GAYA, BIHAR 824234**

Tender No: IIMBG/NIT/2023-24/Book Supply Agency/01

September 06, 2023

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

(e-Tender mode only)

**Tender Document can be downloaded from the following
websites: -**

<http://www.iimbg.ac.in>
<https://www.eprocure.gov.in/eprocure/app>

Address to :-

**Chief Administrative Officer (CAO)
IIM Bodh Gaya (Bihar)
Tender Inviting Authority (TIA)**

Phone: 0631-2200238, Mail Id: cao@iimbg.ac.in

**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 the Supply of Books to IIM Bodh Gaya. Interested Vendors / Suppliers meeting the eligibility criteria as per the tender document may submit their tenders for the supply of books to IIM Bodh Gaya, complete in all respects.

Bid must be submitted through online mode only.

Critical Dates and detail of Tender:

NIT Number & Date:		Tender No: IIMBG/NIT/2023-24/Book Supply Agency/01 Date: - September 06, 2023
1.	Issue of Tender	Tender document/details can be downloaded from the IIM Bodh Gaya website :- https://www.iimbg.ac.in and CPP Portal https://www.eprocure.gov.in/epublish/app
2.	EMD (Earnest Money Deposit)	50,000/- (Rupees Fifty Thousand Only)
3.	Performance Security	Shall be converted into Performance Security.
4.	Date and Time of online Publication/Download of Tender	September 06, 2023
5.	EMD (Earnest Money Deposit)	50,000/- (Rupees Fifty Thousand Only)
6.	Performance Security	EMD of Successful Vendor/Supplier will be converted into Performance Security
7.	Bid Submission close date & time	September 26, 11.00 AM
8.	Opening of Technical Bids	September 26, 2023, 03.00 PM
9.	Opening of Financial Bids	After Technical Bid Evaluation, will be informed later.
10.	No of Covers: -	02 Covers (Technical & Financial)
11.	Bid Validity	90 days (From the last date of submission of tender)
12.	Contact Details	Indian Institute of Management, Bodh Gaya
13.	Period of Contract	The contract period will be initially for 02 Years, which may be extended a further two years on one to year basis. extension one year extension basis i.e (2 yrs. + 1 yr ext.+1 yr ext) on same rate and terms & conditions.
14.	Commencement Date	October 25, 2023
15.	Location of the Delivery	Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar Bodh Gaya – 824234, India

Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

In case, the last date of receipt of tenders and/or the day of the opening of tender is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

Chief Administrative Officer

1. About IIM Bodh Gaya:

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 the requirement and instructions of IIM Bodh Gaya.

3. OID, Eligibility Criteria & Technical Criteria:

a) **OID (Other Important Documents)**

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

b) **Eligibility Criteria**

- a) The Vendors / Suppliers should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect will be submitted as per the **Annexure-I**.
- b) The Vendors / Suppliers should not have been debarred / blacklisted/should not have been terminated /ceased without completing the entire duration of contract 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 **average annual turnover of 02 Crore (Rupees Two Crore Only)** per annum during financial **years 2020-21, 2021-22** and 2022-23 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 2023**. 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.)

c) **Technical Criteria**

Vendors / Suppliers required to seal & sign 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.

d) Financial bid details

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

4. EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE SECURITY

a) 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.

- b) 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.
- c) 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.
- d) The amount of EMD is liable to be forfeited if the Vendor/Supplier withdraws from the offer after submission of the tender.
- e) 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.
- f) Performance Security shall be returned to the empaneled vendor/s without any interest, whatsoever, after completion of empanelment period.
- g) No interest will be paid on the EMD / Performance Guarantee.
- h) PERFORMANCE SECURITY:**
- a) The EMD of the firm shall be automatically converted to Performance Security which would be returned on successful completion of the contract. In case of exemption of EMD, the successful bidder is required to deposit an amount, equal to EMD through NEFT as security deposit, within 30 days from the date of award of contract.
- b) Performance Security would be returned on successful completion of the contract. No interest shall be payable on performance security.
- c) In terminate of contract, performance security shall be forfeited, and the agency shall be blacklisted for such a period as decided by the competent authority in addition to termination of the contract.
- i) 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.

5. SUBMISSION OF BID AND EVALUATION OF THE TENDER:

a) SUBMISSION OF BIDS:

Department of Expenditure has issued the directive to publish the tender document on the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the **CPP Portal using** valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Bodh Gaya Website (www.iimbg.ac.in)

b) REGISTRATION:

- a) Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- b) The bidders choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- c) Bidders to register upon enrolment their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- e) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

c) SEARCHING FOR TENDER DOCUMENTS:

- a) Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- b) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- c) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- d) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

d) PREPARATION OF BIDS:

- a) Bidders should consider any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) The bidder, in advance, should get ready with the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
- e) These documents may be directly submitted from the “My Documents” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

e) SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

- a) The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted online on the CPP Portal in BOQ format only. Disclosure of Financial rates in technical bid would lead to rejection of the bid. No Hard Copy of any tender document needs to be submitted.
- b) Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- g) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

- h) Bids not submitted, as per the above Performa will be summarily rejected.
- i) Bidders are requested to note that they should submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- j) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- k) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- l) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- m) Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- n) The tender summary must be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.
- o) The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- p) Possession of Valid Class III Digital Signature Certificate (DSC) in the form of smart card/ e- Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link Information about DSC'.
- q) Bidders are advised to follow the instructions provided in the Instructions to the Bidders for the e-Submission of the bids online through the Central Public

f) **BID SUBMISSION PROCESS:**

5.6.1 TECHNICAL BID SUBMISSION:

- a) The bidder should number the pages submitted in the form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-III) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, followed by all the necessary documents as a part of technical bid

- documents.
- b) The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.
 - c) **Due date:** The tender must be submitted online before the bid submission end date. No Hard copies of the tender documents/ bids will be entertained. The bidder has to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
 - d) The Technical Bid should be accompanied by a copy of this Tender Document (to be submitted online as a part of a Technical Bid) with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document (uploaded online) will not be considered.
 - e) The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
 - f) The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
 - g) IIM Bodh Gaya reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
 - h) IIM Bodh Gaya reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after the submission of the bids shall not be entertained.
 - i) Any change/ corrigendum/ extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (<https://www.eprocure.gov.in/epublish/app>) and IIM Bodh Gaya website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Bodh Gaya website for updates.

5.6.2 FINANCIAL BID SUBMISSION:

- a) The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.
- b) The rates quoted in the financial bid would be treated as a discount percentage in the enclosed "Price Bid format" i.e., in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances. The format of Financial Bid is given in the tender document as **Annexure-VI**
- c) The discount percentage shall remain unchanged during the entire period of empanelment.
- d) Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.
- e) The Financial Bids of only those firms qualifying the technical evaluation will be considered.

The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited

6. BID OPENING & EVALUATION

- a) The bids will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received will be opened as per Schedule as mentioned above, in presence of Agencies representative if available or as applicable.
- b) Place for opening of Bids: Indian Institute of Management Bodh Gaya, Uruvela Prabandh Vihar, Bodh Gaya, Bihar -824234
- c) The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.
- d) The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- e) **Selection of successful bidder:** The bidder who is technically qualified as well as quotes the highest discount shall be declared as the successful bidder (H-1)
- f) IIM Bodh Gaya may empanel agencies category-wise, in case of different H-1 of different category of Books.
- g) IIM Bodh Gaya reserves the right to empanel one or more agencies through this NIT.
- h) IIM Bodh Gaya reserves the right to negotiate the quoted discount percentage rate, only with the H-1 bidder to arrive at the fair and reasonable discount percentage.
- i) IIM Bodh Gaya reserves the right to give counteroffer of the discount percentage to the bidders other than the H-1 bidder to arrive them at the discount percentage of H-1.
- j) A Technical Bid containing commercial details or Revelation of Prices in any form or for any reason before opening the Financial Bid shall not be considered.
- k) The Institute reserves the right to seek clarifications or additional information/ documents from any bidder 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 bidder 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.
- l) In case the day of opening of tender is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

ONLINE BIDS SUBMISSION: - The online bids (complete in all respect) must be uploaded online in two covers as explained below:

COVER – 1 (TECHNICAL BID)			
(Following documents to be provided as single PDF file)			
SL.	Documents	Content	File Types
1.		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 Annexure - I	.PDF
4.		Self-declaration certificate for non-Blacklisting by any department/organization as per Annexure - II	.PDF
5.		Copy of Work Orders (In One PDF File)	.PDF
6.	Technical Bid	Proof of membership of the Federation of Publishers and Booksellers Association of India (FPBAI)	.PDF
7.		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	.PDF
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 Annexure V	.PDF
11.		Other Important Documents <ul style="list-style-type: none"> • Firm Registration Certificate • PAN details • GST Registration details 	.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.			
COVER – 2 FINANCIAL BID (PRICE-BID)			
SL.	Types	Content	File Types
1.	Financial Bid	Price Bid in given format BOQ only.	.xlsx

7. ASSISTANCE TO BIDDERS:

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

8. GENERAL INSTRUCTIONS TO THE BIDDERS:

- a) The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- b) Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ eToken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.
- c) Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>.

9. BID VALIDITY:

- a) The bids shall remain valid for a period of 90 days from the date of opening of the financial bid. In case the Bidder withdraws, modifies, or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- b) In case the Bidder withdraws, modifies, or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- c) The Submission of bids does not entitle any Agency for automatic grant of award.
- d) Any enquiry after submission of the proposal will not be entertained.
- e) Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.
- f) IIM BODH GAYA reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.

10. BID EVALUATION

- a) The Tender 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.
- b) 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.

11. AWARD OF CONTRACT

- a) 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, Foreign Language Books & Government/Society Publications – single copy and multiple copies as per Financial Proposal- Annexure-VI} will be offered to all technically qualified vendor. Those vendors who accept the offer will be empaneled for supply of Books.
- b) 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.
- c) The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.
- d) IIM Bodh Gaya reserves the right to modify/change/delete/add any further terms and conditions prior to the issue of work order.

12. 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.

13. 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.

14. PERFORMANCE SECURITY

- a) The EMD of empaneled vendor/s shall be automatically converted to Performance Security.
- b) 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.
- c) Performance Security shall be returned to the empaneled vendor/s without any interest, whatsoever, after completion of empanelment period.

15. DELIVERY OF ORDERS

- a) 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.
- b) 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.
- c) 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.
- d) The book should be sent to the “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 or damage in transit.
- e) The vendor has to strictly execute all the supplies within the stipulated time frame (90 days in case of foreign books and 20 days in case of Indian Books) from the date of purchase order. However, it may please be noted that the supplier will be required to deliver the books against instant orders.
- f) 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.
- g) 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.
- h) The vendor has to supply only latest edition of the title.
- i) No banned book(s) should be supplied, and if any such book is supplied, it would be forfeited.
- j) 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.
- k) Transit Insurance will be borne by the supplier until the supply reaches the destinations.
- l) 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.

- m) 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.
- n) The Institute has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
- o) 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.
- p) The supplier may be asked to supply the books directly to the students by courier / speed post, as and when required. The courier / postal charges shall be borne by IIM Bodh Gaya in this case only, subject to the submission of valid proof/slip of that postal/courier charges.

16. INVOICE

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

17. PRICE PROOF

- a) 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.
- b) In support of price, the vendors should provide the copy of the procurement invoice from publishers/distributors/copy of publisher's price list.
- c) Every Price proof and currency conversion proof should be signed and stamped by the vendor.

18. CURRENCY EXCHANGE RATE

In the case of foreign publications, the original prices in foreign currency shall be mentioned in the invoice along with the Indian prices (INR) charged in accordance with the approved exchange rate. The conversion rate will be applicable as per GoC. Vendor/ Supplier must submit supporting documents for conversion rate.

19. 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.

20. 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.

21. Other Terms & Conditions:

- a) 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.
- b) 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 forempaneled Agencies.
- c) The supplier undertakes to refund the amount if charges exceed the price of the books.
- d) No advance payment will be made to the Vendors / Suppliers under any circumstances.
- e) TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.
- f) IIM Bodh Gaya reserves the right to accept or reject any of the tenders without assigning any reason.

22. 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.

23. 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 of courts having jurisdiction in the city of Gaya.

24. Force Majeure

- a) The Vendor shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) 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.
- c) 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: - Tender No: IIMBG/NIT/2023-24/Book Supply Agency/01 September 06, 2023

(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

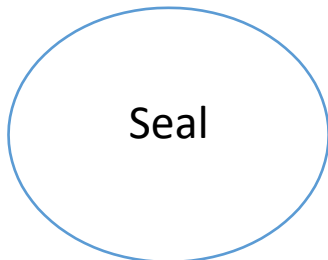
Place:

Name:

Designation:

Contact No.:

Email ID:



CERTIFICATE

(To be provided on letter head of the firm)

Ref:- Tender No: IIMBG/NIT/2023-24/Book Supply Agency/01 September 06, 2023

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.

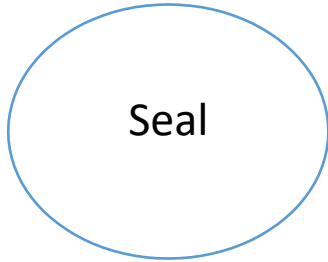
I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

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				
2.	Self-declaration certificate for acceptance of all terms and condition of the tender document as per Annexure – I				
3.	Self-declaration certificate for non-Blacklisting by any department/organization as per Annexure – II				
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				
8.	Copy of Permanent Account Number (PAN)				
9.	Copy of GST Registration Certificate				
10.	Copy of Firm Registration Certificate				
11.	Details of Vendor/Supplier's Average Annual Turnover Specifically in Similar Services for last three financial years. (Average annual turnover of INR 02Crore per annum during financial years 2022-23, 2021-22 and 2020-21 for a similar line of business) FY 22-23 Rs _____ FY 21-22 Rs _____ FY 2020-21: 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.				

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)

ANNEXURE –IV

Statutory Documents (Copies of documents to be enclosed)

Name of the Party		
Date of Incorporation / Establishment		Supporting documents are to be attached along with the Annexure
PAN Number		
GST Registration Number		
Turnover during last three years ending on 31st March, 2023 (Duly certified by a Chartered Accountant should be attached with the bid):		
FY 2022-23: Rs _____		
FY 2021-22 Rs _____		
FY 2020-21: Rs _____		
Registered Office Address		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Name in Block Letter:

Contact no.:

Designation:

Full Address:

Signature and Seal of the Tenderer

ANNEXURE – V

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 & 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/2023-24/Book Supply Agency/01 September 06, 2023	
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	Foreign Publications				
2	Indian Publications				
3	Indian Language Books				
4	Foreign Language Books				
5	Government/Society Publications				

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 & Date:

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