

Indraprastha Institute of Information Technology Delhi (IIIT-Delhi)  
Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020, INDIA

**Request for Proposal (RFP)**

**Empanelment/ Registration of Vendors for Supply of Books to IIITD Library**

IIIT Delhi, a State University created by the Act of NCT of Delhi, invites proposals for empanelment/ registration of book vendors on prescribed format from reputed book vendors/ book distributors/ book suppliers for supply of books to IIITD Library.

Interested book vendors/ book distributors/ book suppliers may submit the filled in application forms with required details to Registrar, Indraprastha Institute of Information Technology Delhi (IIITD), Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020, INDIA latest by 06 August 2012 as per detailed instructions below:

**Instructions to Applicants:**

1. Please go through the terms and conditions for supply of books to IIITD carefully before filling the application form.
2. Interested book vendors should submit application in sealed envelope super scribing "***Application for Empanelment/Registration of Vendors for Supply of Books to IIITD Library***".
3. The application form should be signed by authorised person on every page with full name, designation and official seal of the agency/ firm.
4. Incomplete application forms, application forms not filled properly or received after the due date will not be entertained. The decision of the Institute in this regard shall be final and binding on the vendors.
5. At any point of time if any of the documents furnished by the book vendor are found to be false, it would be deemed as breach of terms of contract making the concerned firm liable for legal action besides termination of contract.
6. The selection will be based on past supply record in reputed institutions, discount rates, agency/firm annual turnover etc., the shortlisted book vendors are required to strictly agree to supply the books as per the terms and conditions stated herein the RFP.
7. The Application forms will be scrutinized and shortlisted by a designated committee of the Institute. The shortlisted book vendors will be informed through an email and in writing, upon which they will have to send their acceptance through an e-mail and in writing.

## **Terms and Conditions for supply of Books to IIITD Library:**

### **1. Availability Status of Books**

To ascertain the availability status of the required books, at the first instance, the titles of books along with details such as, author/editor, publications, number of copies etc will be sent to the empanelled book vendors through an e-mail. On receipt of e-mail the book vendors will have to respond within a maximum period of two (02) days. In case no reply is received, it will be presumed that the books are not available with the vendor. In such a case the order for purchase of books may be passed on to the vendor having availability status.

### **2. Purchase Orders**

The books will be required to be supplied against a Purchase Order (PO) issued by a designated officer of the Institute. The PO may be e-mailed or sent by hand/post/courier or collected from the designated officer. The book vendor on receipt of PO shall acknowledge the receipt by returning the signed duplicate copy (signed scan copy of PO through e-mail will be preferred) as a token of their confirmation with respect to the acceptance.

### **3. Discount**

Competitive discount on all books is expected.

### **4. Delivery Schedule of Books**

- Maximum of fifteen (15) days for Indian titles.
- Maximum of fifty five (55) days for Foreign titles.
- Only new books must be delivered.
- The costs of packing, freight charges, loading, unloading etc. at both the ends are inclusive and shall be borne by book vendors.
- If a book is not available with the publishers or distributors and he is unable to supply the same in the stipulated period, the vendor will inform the IIITD Library within a week after receiving the PO. After that Institute will be free to purchase the book from any source.

### **5. Cancellations**

- If the books are not supplied in the stipulated period, the PO of books will be automatically cancelled.
- Separate permission will be required from the competent authority for supply of cancelled titles/ copies.

### **6. Editions Specifications**

- The latest editions of titles must only be supplied / accepted by the Institute.
- If the institute has placed an order for foreign titled book but the Indian or low price edition of the same book is available in the market, the vendor will inform about the availability to library regarding this before supplying the books. In case the Institute comes to the notice of such availability, the differential cost shall be borne by the vendor.
- In case the title has both i.e. Paperback Edition as well as Hardbound Edition, the vendor will inform to library regarding the availability of both types.

### **7. Conversion Rates**

- The Prices in invoice should be mentioned in original currencies i.e. ₹, \$, €, £.
- Reserve Bank of India currency conversion rates as applicable on the date of the PO should be followed and clearly mentioned on the invoice.

### **8. Consignee and Invoice Details**

The invoice of the supplied books will be addressed to the Assistant Manager (Library & Information Service), Library, Indraprastha Institute of Information Technology (IIIT-Delhi), Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020.

**9. Enclosures with Invoice**

- Copy of price proof (Publisher's catalogue/invoice, Distributor/ Supplier's invoice)
- Proof of Foreign currency conversion rates applied
- Copy of all price and foreign currency conversion rates should be signed by authorised signatory of the book vendor with official seal.

**10. Undertaking from book vendor**

- Every invoice should certify the following points –
- The prices charged in this invoice are actual/as per publisher's invoice/ latest catalogue/ current publisher's prices.
- The latest editions have been supplied and they are not remaindered titles.
- The books supplied against this order have been checked against defects in collation, binding and condition of accompanying material i.e. CD/DVDs etc., and for other physical conditions. If any defect is detected later, the defective books will be replaced by us free of cost at the destination of supply.
- In case of any discrepancy found in certification above the costs of the same shall be passed on to the vendor.

**11. Validity of Empanelment/ Registration**

- Initially, validity period of empanelment for the supply of books will be one (1) year extendable to another two years on yearly basis on satisfactory performance of book vendor.

**12. Termination of Empanelment/ Registration**

The vendor's empanelment/ registration may be terminated/ dropped/ black-listed from the panel of vendors at the occurrence of any of the following -

- Poor supply against the purchase order of books.
- If at any time found that the information provided by the book vendor in any form about publications, services, costs and related matters are incorrect/false and results in loss to the Institute in any form.

In such case(s) IIT Delhi will be free to terminate the empanelment without giving any prior notice to book vendor and IIT Delhi reserves the right to claim the amount of losses occurred to the Institute.

13. IIT Delhi reserves the right to accept or reject any vendor or all vendors without assigning any reason, IIT Delhi decision will be final in all cases in respect of acceptance/ rejection/ arbitration. IIT Delhi does not bind itself to add in its approved list of vendors or to place the purchase order to any of the vendor.

**14. Payment Terms**

The payment for the books supplied to the satisfaction of the Institute and as per terms and conditions mentioned above shall be released within a period of one week thru cheque.

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**Application Form for Empanelment/Registration of Book Vendor for supply of Books to  
IIITD Library**

*(Please go through the terms & conditions for supply of books carefully before filling the application form)*

1. Name of Agency/Firm : \_\_\_\_\_

2. Address of Main Office, Branch Office(s) with Telephone No., Mobile No., Fax No., and E-mail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Kind of Agency Formation (Proprietorship/Company etc.):

\_\_\_\_\_

(i) Name, address, Telephone No., Mobile No., Fax No., and E-mail of Directors / Managing Directors / Proprietor: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) Name, Address, Telephone No., Mobile No., Fax No., and E-mail of Partners (if any):

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\_\_\_\_\_  
\_\_\_\_\_

4. Are you a member of Good Offices Committee (GOC)? If yes, please enclose a copy of the membership. (Yes / No, specify whichever is applicable).

5. Are you a member of Federation of Publishers and Booksellers Association of India (FPBAI)? If yes, please enclose a copy of the membership. (Yes / No, specify whichever is applicable).

6. Are you any other State/National Association of Books suppliers? If yes, please enclose a copy of the membership. (Yes / No, specify whichever is applicable).
7. Are you a stockist/distributor/dealer/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the details of stockist/Distributor/ Dealership/exclusive/preferred agent. (Yes / No, specify whichever is applicable).
8. Whether firm is Income Tax payee? If yes, please enclose a copy of Income Tax Return filed for the last 3 years. (Yes / No, specify whichever is applicable).
9. Sales Tax Registration No. (Please enclose a copy of Goods and Services Tax certificate and Central Sales Tax Certificate).
10. Minimum 5 references of the Academic Libraries of reputed/ well known institutions where you are already registered. (Please enclose a copy of documentary proof).
11. The annual turnover of the agency/ firm for the last three years with documentary evidence.
12. Affidavit by vendors for not having black listed by any organizations.

#### **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 our knowledge and that we shall be bound by the acts of duly constituted attorney.
- (ii) I/We also hereby declare that all matters related to IIT Delhi 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. /Ms. \_\_\_\_\_ whose signature is given below, is an authorized representative of this agency/firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of agency/firm, affecting the accuracy of the facts stated above.

Date:

Place:

Signature of Partners / Proprietors with Agency/Firm's seal