



Request for Proposal (RFP)

Empanelment of Vendors for Supply of Books to IIIT-Delhi Library

Adv. No.: IIITD/LIB/QUO/01/2024, November 5, 2024

The Indraprastha Institute of Information Technology-Delhi (IIIT-Delhi), a State University created by the Act of NCT of Delhi, invites proposals for empanelment of book vendors on prescribed format from reputed book vendors/ book distributors/ book suppliers for supply of books to IIIT-Delhi Library.

Interested book vendors/ book distributors/ book suppliers may submit the filled-in application forms with the required details to the Administrative Officer (Store & Purchase) in Room no.A-103(2), First Floor, Academic Block, Indraprastha Institute of Information Technology-Delhi (IIIT-Delhi), Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi- 110020 latest by November 21, 2024 by 5 PM, as per detailed instructions below:

Instructions:

1. Please read the terms and conditions for supplying books to IIIT-Delhi carefully before filling out the application form.
2. Interested book vendors should submit the enclosed application form in a sealed envelope superscribing "Application for Empanelment of Vendor for Supply of Books to IIIT-Delhi Library".
3. The authorized person should sign the application form on every page with the full name, designation, and official seal of the agency/ firm.
4. Incomplete application forms, application forms not appropriately filled 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 time, if any document provided by the book vendor is found to be false, it will be considered a breach of contract. This breach may result in contract termination and could also subject the vendor to legal action.
6. The selection will be based on past supply records in reputed institutions, discount rates, and 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 in 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, upon which they will have to send their acceptance through e-mail.

Terms and Conditions for the supply of Books to IIIT-Delhi Library:

1. Eligibility Criteria for Empanelment

- a) The vendor should be in the field of book supply for at least five years as of 21.11.2024
- b) Minimum 5 references of the Academic Libraries of reputed Institutions with whom the firm is already empaneled for the supply of books.
- c) The firm should not be black-listed by any Government organization
- d) The turnover of the firm for the last three consecutive financial years should be at least Rs.50 lakh in each financial year. The documentary proof must be attached.

2. Availability Status of Books

- a) To ascertain the availability status of the required books, at the first instance, the titles of books along with details such as - author/editor, publishers, number of copies, etc., will be sent to the empaneled book vendors through an e-mail. Upon receipt of the e-mail, the book vendors will have to respond within a maximum period of three (03) days. In case no reply is received, it will be presumed that the vendor is unable to supply these books.

3. Purchase Orders

- a) 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 the PO, shall acknowledge the receipt by email or return the signed duplicate copy (a signed scanned copy of the PO through e-mail will be preferred) as a token of their confirmation with respect to the acceptance.

4. Discount

- a) The vendors should offer a minimum 25% discount on the list price of all Indian and foreign editions of books. The highest discount quoted-both for Indian and foreign books will have to be matched by the vendor desirous of empanelment.
- b) For all Government/Society Publications/No discount titles/Short discount titles, Publisher's price – (discount earned) + up to 5% handling charges on net amount will be followed. The vendor will submit all necessary documents as proof relating to the same.

5. Delivery Schedule of Books

- a) Maximum of twenty (20) days for Indian titles.
- b) Maximum of sixty (60) days for foreign titles.
- c) If the ordered book(s) are in print on demand (POD), a sufficient valid supporting documentary proof/certificate from the publisher should be furnished in this regard for seeking any extra time to supply the same.
- d) Only new books must be delivered.
- e) The costs of packing, freight charges, loading, unloading etc., at both ends are inclusive and shall be borne by book vendors.
- f) If a book is unavailable from the publishers or distributors and they cannot supply it within the stipulated time, the vendor will inform the IIIT-Delhi Library within 10 days after receiving the PO. Also, a certificate of non-availability of the same in the market from the Publishers should be furnished in this regard.

6. Cancellations

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

7. Editions Specifications

- a) The latest editions of titles must only be supplied.
- b) If the institute has placed an order for the foreign titled book but the Indian or low-price edition (LPE) of the same book is available in the market, the vendor will inform about the availability to the library regarding this before supplying the books. In case the Institute comes to the notice of such availability, the vendor shall bear the differential cost.
- c) In case the title has both, i.e., Paperback Edition, LPE, and Hardbound Edition, the vendor will supply the LPE/paperback edition only.

8. Conversion Rates

- a) The Prices in the invoice should be mentioned in original currencies.
- b) Reserve Bank of India (RBI) currency conversion rates, as applicable on the date of the PO, should be followed and clearly mentioned on the invoice.

9. Consignee and Invoice Details

- a) The invoice for the supplied books will be addressed to the Library Officer, Library and Information Center, Indraprastha Institute of Information Technology (IIIT-Delhi), Okhla, Phase-III, Near Govindpuri Metro Station, New Delhi-110020.

10. Enclosures with Invoice

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

11. Undertaking from book vendors

Every invoice should certify the following points:

- a) The prices charged in this invoice are actual/as per the publisher's invoice/ latest catalogue/ current publisher's prices.
- b) The latest editions have been supplied and they are not remaindered titles.
- c) 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.
- d) In case of any discrepancy found in the certification above, the costs shall be passed on to the vendor.

12. Validity of Empanelment/ Registration

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

13. Termination of Empanelment

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

- a) Poor supply against the purchase order of books (at least 80% supply to be needed out of the total number of ordered titles).
- b) If at any time found that the information provided by the book vendor in any form about publications, services, costs and related matters is incorrect/false and results in loss to the Institute in any form.

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

14. Payment Terms

- a) The payment against the bills of the receipt of the ordered books shall be released as per the Institute's rules.

15. Earnest Money

- a) The selected vendor should submit a refundable security deposit of Rs.50,000/- (Rupees fifty thousand only) in the form of a Demand Draft in favor of "**IIIT Delhi Collections.**" The same amount can be forfeited in case of wrong information provided by the vendor/violation of any terms and conditions.

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

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

Application Form for Empanelment of Book Vendor for Supply of Books to IIIT-Delhi Library

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

1. Name of Agency/Firm : _____

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

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

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

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

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

5. Are you any other State/National Association of Books suppliers? If yes, please enclose a copy of the membership. (Yes / No).

6. Are you a stockiest/distributor/dealer/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the details of the stockiest/Distributor/Dealership/exclusive/preferred agent. (Yes / No).
7. Whether the firm is an Income Tax payee? If yes, please enclose a copy of the Income Tax Return filed for the last 3 years. (Yes / No).
8. GSTIN:
9. Minimum five references from the Academic Libraries of reputed/well-known institutions where you are already empaneled for supply of books. (Please enclose a copy of documentary proof).
10. The annual turnover of the agency/ firm for the last three years with documentary evidence.
11. Affidavit by vendors for not having blacklisted by any organizations.

Financial Quote

Discount offered in percentage is as follows:

All Indian Editions/LPE	
All Foreign/Imported Editions	
Govt. Publications including Swamy Publishers	

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 IIIT-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.

We agree to the highest rate of discount offered by any other vendor both for Indian/LPE and foreign/imported editions of books.

Date:

Place:

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

CHECKLIST:

1. Application form for empanelment
2. Valid documentary proof of membership, if the vendor is a member of the Federation of Publishers and Booksellers Association of India (FPBAI)
3. Valid documentary proof of membership, if the vendor is a member of the State/National Association of Books suppliers
4. Valid authority letters issued by the publishers, if the vendor/firm is a distributor / stockiest / dealer/exclusive/preferred agent
5. Copy of income tax return filed for the last 3 years
6. Copy of GSTIN
7. Valid documentary proof of a minimum of 5 references of the Academic Libraries of reputed/well-known Institutions where you are already empaneled
8. Photocopy of PAN
9. Audited Balance Sheets duly attested by CA for the last 3 years
10. Affidavit by vendor/firm on non-judicial stamp paper for not having blacklisted by any organizations