



**IIITDM**  
KANCHEEPURAM

## CALL FOR EXPRESSION OF INTEREST

Tender Enquiry No: **IIITDMK/24-25/SP/Library/025 Dt017/12/24**



## CALL FOR EXPRESSION OF INTEREST

**For**

**EMPANELMENT OF BOOK SUPPLIERS /  
DISTRIBUTORS / PUBLISHERS**

**Date: 17.12.2024**

**CALL FOR EXPRESSION OF INTEREST**

<b>Item</b>	:	<b>FOR EMPANELMENT OF BOOK SUPPLIERS / DISTRIBUTORS / PUBLISHERS</b>
<b>Tender Enquiry No</b>	:	<b>IIITDMK/24-25/SP/Library/025 Dt17/12/24</b>

**CRITICAL DATE SHEET**

<b>STAGE</b>	<b>DATE &amp; TIME</b>
Last date of receiving Quotation	07 <sup>th</sup> January 2025 - 15:00 HRS
Opening of bids	07 <sup>th</sup> January 2025 - 16:00 HRS

**Important:**

All communications are to be addressed to in the name of The Registrar, IIITD&M Kancheepuram only and not in the name of any officer and mails have to be sent to the official purchase email id [purchase@iiitdm.ac.in](mailto:purchase@iiitdm.ac.in)

Indian Institute of Information Technology, Design and Manufacturing Kancheepuram an Institute of National Importance established by Ministry of Education, Government of India is in the process of empanelment of book Suppliers / Distributors / Publishers having an minimum experience of three years in supply of books to Educational & Research Institutions like Universities/IITs/NITs/ISRO/CSIR/DRDO etc. for supply of books for our library for 02 years with effect from the date of approval of empanelment which may be extended by another term on mutual consent.

The Institute invites sealed quotations from reputed book Suppliers / Distributors / Publishers. Quotations in sealed cover, superscribed as “**Expression of Interest for Empanelment of Book Suppliers**”, shall be sent to the following address.

**The Registrar,  
Indian Institute of Information Technology, Design and Manufacturing,  
Kancheepuram,  
Off Vandalur-Kelambakkam Road,  
Melakkottaiyur, Chennai – 600 127.  
Tamil Nadu, India.**

Sd/-  
कुलसचिव/Registrar

## **GENERAL TERMS AND CONDITIONS**

The Institute, an Institute of National Importance established by Ministry of Education, Government of India is in the process of empanelment of book Suppliers / Distributors / Publishers having a minimum experience of three years in supply of books to Educational & Research Institutions like Universities/IITs/NITs/ISRO/CSIR/DRDO etc. for supply of books for our library for 02 years with effect from the date of approval of empanelment which may be extended by another term on mutual consent.

**All interested Suppliers / Distributors / Publishers are requested to go through the terms and conditions including the annexures (I & II) carefully and sign all the pages of Tender documents having accepted all the terms and conditions and submit the same before due date.**

All Suppliers / Distributors / Publishers should submit the **Suppliers details & Financial bid (attached as annexure I & II)**, stating the percentage of flat rate offered to the Institute for all categories of books of Indian and foreign edition during the period of empanelment which is mandatory.

**The Institute would process further formalities with those Suppliers / Distributors / Publishers who submit the signed tender documents based on the highest discount quoted on the books and limiting the empanelment of suppliers as per the requirement.**

The short listed vendors need to pay a sum of Rs.5,000/- in the form of demand draft drawn in favour of **“The Registrar, IIITD&M Kancheepuram”** payable at “Chennai” as a security deposit which is refundable after expiry of the contract.

### **Enquiry:**

The library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email. Within two days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond quoting titles available with number of copies and unit price and the Institute shall place purchase order with the supplier who had quoted the lowest rate. If more than one supplier quotes the same price, the orders may be split between all the vendors at the discretion of the Institute.

### **Books:**

1. That against a given order, only the latest edition of the titles will be supplied.
2. That against each title, the books supplied are genuine and their pirated versions should not be supplied.
3. That unless otherwise specified in the order, only the Indian Edition/Low Price Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied.
4. That unless otherwise specified in the order, only the Paperback Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied in place of the Hard Cover edition.

5. That if the CD/online version of the book exists, the same should also be intimated to the Institute.
6. **Return of Bad Books:** If a supplied book does not conform to specifications or if the book is not in good condition, the supplier will be asked to take back at his own expense and replace it within one month; otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the said period.

**Delivery:**

Supply of books has to be made strictly against and as per the purchase orders. The acknowledgement of the receipt of purchase order is mandatory and should be acknowledged within 02days by email. Any clarification/query regarding the purchase order should be sought from the Library within two (02) days of receipt of the order.

That Indian edition of the book(s) shall be supplied within 21 days from the receipt of the order. Similarly, foreign editions of the book(s) shall be supplied within 45 days of the receipt of the order.

In case of delay, in supply, penalty @1% per week of the total value accepted by him shall be charged. If the delay is more than three weeks the order shall stand cancelled. In very specific cases of delay in supplying of book(s) within the stipulated periods, and if the delay is justified due to valid reasons the supplier shall submit the reasons for the same and obtain approval of the Institute.

**Time frame**

- (i) Four (04) weeks (maximum) - for Indian titles
- (ii) Eight (08) weeks (maximum) - for Foreign titles
- (iii) After the expiry of timeframe, the purchase order automatically stands cancelled.
- (iv) Separate permission for supply of the cancelled titles should be sought from the Institute.
- (v) The decision of accepting supply of cancelled titles is at the sole discretion of the Institute.

**Pricing**

That the supplier shall submit a price proof on which he has purchased the book from an Indian/Foreign book distributor. Of course, his discount may or may not be mentioned in the price proof.

That in case of book(s) with prices in foreign currency, prices will be converted to Indian Rupees on bank rates on the date of Invoice.

**The Suppliers / Distributors / Publishers may note that GOC rates for conversion will not be acceptable.**

The conversion rate of a Foreign Currency in the Indian Currency will be obtained through either (a) website of the Reserve Bank of India or any Nationalized Bank where the supplier maintains his account and on which the bill has been raised.

**Termination of empanelment:**

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

- (i) If the vendor fails to deliver even, at least 70% of the supply (in terms of number of titles) during the year.
- (ii) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.



- (iii) If at any time it is found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute. In such case(s), the institute will be at liberty to terminate the empanelment without giving any prior notice to the vendor/supplier, and the Institute reserves the right to claim the amount of loss occurred to the Institute, from the available invoices submitted by that vendor / supplier.

**Sd/-**  
**कुलसचिव/Registrar**

**Accepted all the terms and conditions of the tender document**

**Signature and seal of the Suppliers / Distributors / Publishers**

**ANNEXURE**
**SUPPLIER DETAILS AND BID**
**(I)**

Name of the Supplier	
Address of the Supplier	
Sales Tax/Vat No.	
PAN NO.	
Experience in supply of books (enclose copy of empanelment obtained during the last three years in Universities/IITs/NITs etc.)	
Any other Information	

The above information furnished is true and correct

**II)**
**Percentage of discount offered (To be mentioned in both figures and words)**

<b>1. Foreign Publications</b>	<b>Percentage of discount offered for Single Copy</b>	<b>Percentage of discount offered for More than one copy</b>
Books		
CD / DVDs		
<b>2. Indian Publication</b>		
Books		
CD / DVDs		

**Signature and seal of the Suppliers / Distributors / Publishers**