

भारतीय प्रबंध संस्थान इंदौर

INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राऊ-पीथमपुर रोड, इंदौर - 453 556

PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE – 453 556

फ़ोन PHONE: +91-731-2439631-34; फ़ैक्स FAX: +91-731-2439800; ईमेल EMAIL: stores@iimidr.ac.in

निविदा क्रमांक/Tender No: IIMI/2019-20/07



दिनांक/ Date: May 2, 2019

पुस्तक आपूर्तिकर्ता के चयन के लिए निविदा आमंत्रण सूचना NOTICE INVITING TENDER FOR EMPANELMENT OF BOOK SUPPLIER

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में निम्नलिखित मदों के लिए प्रतिष्ठित ओईएम / अधिकृत वितरकों / अधिकृत विक्रेताओं से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।
Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems from reputed OEM / authorized distributors / authorized dealers for the following:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	निविदा की अनुमानित कीमत Estimated Cost of Tender	अग्रिम जमा EMD	निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes)
Empanelment of Book Supplier	₹62,00,000/-	₹1,25,000/-	₹500/-

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से ऑनलाइन जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender	02-05-2019	1740 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	02-05-2019	1740 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	22-05-2019	1500 Hrs.
04	अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing date & time for Submission of EMD & Tender Fee	22-05-2019	1500 Hrs.
05	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	23-05-2019	1500 Hrs.

विषय सूची

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1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

2. TECHNICAL SPECIFICATION (Schedule of Requirement):

S. No.	Particular
1	Foreign Publication (One or More Copies) Except Society Publication
2	Indian Publication (One or More Copies) Except Textbooks, Government and Society Publication
3	Textbooks (Indian or Foreign)

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of ₹500/- (Rupees Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS or Bank Transfer or Direct Credit in favor of Indian Institute of Management Indore.
- b) **EMD of ₹1,25,000/- (Rupees One Lakh Twenty Five Thousands only)** should be submitted through NEFT or RTGS Bank Transfer or Direct Credit in favour of Indian Institute of Management Indore.
- c) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.
- d) **The bidders who seeks exemption from Tender fee/EMD as per clause no. 3(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- e) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per Sl. No. 15 (a).
- f) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.

- g) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

4. ELIGIBILITY CRITERIA

4.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

4.2 Statutory Documents:

- a) The Bidder 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 firm should be 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. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The company should have at least two contracts where the similar type of services executed during the 7 years from the date of publication of tender. The details of the same along with supporting document are to be submitted as per the Annexure-III.
- d) The Annual Turnover should be at least 30% of the estimated cost i.e. 18,60,000/- during each of the previous three financial years (2014-15 to 2016-17) or (2015-16 to 2017-18). Copies of duly signed **trading and profit & loss accounts / CA Certificate** are to be submitted as per the Annexure-IV.

4.3 Technical Criteria:

- a) Bidders should comply the minimum specification of the tendered item in all respect. The detailed format is attached at Annexure-V. The bidder is to complete the same in all respect and submit accordingly with brochures of all items mentioning detailed specifications of the product.

5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by system). Kindly quote your offer on FOR IIM INDORE (inclusive of all taxes and charges).

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection

6. TIME SCHEDULE

S. No.	Particulars	Date	Time
a.	Date of Online Publication of Tender	02-05-2019	1740 Hrs.
b.	Bid Submission Start Date	02-05-2019	1740 Hrs.
c.	Bid Submission Close Date	22-05-2019	1500 Hrs.
d.	Closing Date & Time for Submission of EMD & Tender Fee	22-05-2019	1500 Hrs.
e.	Opening of Technical Bids	23-05-2019	1500 Hrs.

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

8. BID VALIDITY PERIOD

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

9. BID SUBMISSION

9.1 Instruction to Bidder

Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link "Online Bidder Enrolment" on the CPP Portal. **The registration is completely free of charge.**

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

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.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The **Toll Free** contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

9.2 Online Bid Submission Procedure

Other Important Documents (OID): The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF of PAN Card.
2. [Packet-2](#): Duly Completed Scanned PDF of Registration Certificate Details.
3. [Packet-3](#): Duly Completed Scanned PDF of GST.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I with transaction details for Tender Fee & EMD.
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#): Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
4. [Packet-4](#): Duly Completed Scanned PDF copy of Annexure-IV with supporting Documents.
5. [Packet-5](#): Duly Completed Scanned PDF copy of Annexure-V.
6. [Packet-6](#): Duly Completed Scanned PDF copy of Annexure-VI.

Cover-2: The BOQ should be downloaded from the website and should comprise of the following items.

1. [Packet-1](#): The BOQ should be downloaded from the website and to be uploaded after filling all relevant information.

9.3 Online Submission of Tender Fee & Earnest Money Deposit (EMD)

It is also required to submit Tender Fee & EMD through NEFT or RTGS or Bank Transfer or Direct Credit at the following account before 22-05-2019 at 1500 hrs.

Name of beneficiary: Indian Institute of Management Indore

Address: Rau-Pithampur Road, Indore-453556, M.P.

Account No.: 53018623445

Name of the Bank: State Bank of India

Branch Address: IIM Indore Campus

IFSC Code: SBIN0030525

10. BID OPENING

- a) Technical Bids will be opened on 23-05-2019 at 1500 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) **Bids should be summarily rejected, if tender is submitted other than through online or original EMD & tender fee are not submitted within stipulated date / time.**

11. BID EVALUATION

Based on results of the Technical evaluation IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. IIM Indore will empanel with 2 successful bidders whose discount rate will be the highest.

12. PAYMENT TERMS

- a) No advance payment will be made in any case. Invoice to be sent along with material in duplicate to the concerned department mentioning the PO number and date.
- b) Payment will be made within 30 days after receipt of ordered items in good condition.
- c) The price quoted by suppliers and accepted by the institute are final and no deviation will be accepted without the Institute's specific agreement in writing.

13. WARRANTY OF QUALITY AND QUANTITY

- a) All materials shall be, in every aspect according to description, specifications and to previous approved supplies (if any) and or samples submitted (if any) and shall be subject to purchaser's inspection and approval within a reasonable time after delivery and if rejected, shall not count as having been delivered unless the purchaser accepts to make the materials and goods fit for its purpose, in which case the supplier shall be debited with the cost thereof.
- b) Notwithstanding our acceptance, or right of inspection and/or any other terms and conditions provided in the Purchase Order, Supplier warrants that all goods supplied are free from any defect and that they fully comply with the specification.
- c) Upon receipt of notice from IIM Indore for defective material, the firm shall **within 15 days** of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on IIM Indore for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, IIM Indore may proceed to take such remedial actions as may be necessary, at the company's risk and expense.
- d) **Removal of rejected goods:** All goods which are deemed to have been rejected by us shall be removed by the supplier at his own expenses and risk, within the time allowed by us. In the event the supplier fails to remove the rejected goods within the period allowed, we shall have the option to dispose of such goods and all expenses incurred by us for such disposal shall be to the account of the supplier.

14. PENALTY CLAUSE

Supply within the delivery period is crucial part of the order and therefore, if the supply is not completed in the stipulated time as prescribed in this document or supplier fails to deliver the goods within the delivery schedule as agreed upon, a sum equivalent to 0.50% (point five percent) of value of each week of delay or part thereof until actual delivery will be deducted as Liquidated Damages, subject to maximum deduction of 10% (ten percent) of the Value. Once the maximum is reached, termination of the contract may be considered.

15. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security of **Rs. 1,25,000/-** valid for **15 Months** in the form of DD / TDR / FDR / Bank Guarantee at the earliest from the date of issue of the award letter. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to execute the order successfully, within specified delivery period, the same goods/items will be procured from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

16. DELIVERY SCHEDULE

- a) All Indian publications should generally be delivered within 30 days from the receipt of PO unless otherwise a specific period is mentioned in the PO. All foreign publications should generally be delivered within 56 days from the receipt of PO. Any loss incurred due to non-supply of goods and/or in time will be to supplier's account. We have the options to cancel the order, in case of failure to make delivery in time. Delivery is effected FOR at IIM Indore Campus as per the delivery period.
- b) The materials should be securely packed to withstand rigours of rail, road, air or sea transport and avoid breakage and pilferage in transit. Delivery challan/packing slip should be sent along with the materials quoting our order reference.

17. TERMS AND CONDITIONS

17.1 Termination for Insolvency

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The Courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arriving out of this purchase. It is specifically agreed that no court outside other than Indore Court shall have the jurisdiction in the matter.

17.2 Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

17.3. Arbitration

In the event of any dispute or difference arising under this supply, the Director, IIM Indore or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

17.4 Insurance:

All the goods must be insured for transit risk on supplier's account.

17.5. Other Conditions

- a) **The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.**
- b) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Indore reserves the right to cancel and /or vary the terms & conditions of this PO wholly or in part at any time before its execution and without assigning any reason. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) IIM Indore reserves the right to increase the quantities prior to issue of purchase order.
- f) IIM Indore reserves the right to place repeat order upto 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.
- g) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- h) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- i) Conditional tenders will not be considered in any case.
- j) Institute reserve the right to increase/decrease the order quantity at any period of times.

- k) IIM Indore shall not be responsible for any transaction delay i.e. non-receipt of the EMD & Tender Fee amount.
- l) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal by due date and time
- m) **IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.**

ANNEXURE – I

Undertaking

To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Tender No. IIMI/2019-20/07 dated 02-05-2019
(Notice Inviting Tender for Empanelment of Book Supplier)

Sir,

1. I /we hereby submit our tender for Empanelment of Book Supplier along with other required documents.
2. I/ We enclosed herewith the following in favor of Indian Institute of Management Indore towards EMD & Tender Fee.

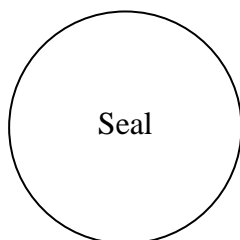
Particular	Amount	Transaction No. & Date	Bank Name	Supporting documents are to be attached along with the Annexure-I
Tender Fee (Including Tax)	₹500/-			
EMD	₹1,25,000/-			

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:

Designation:



Authorized Signatory

Name:

Contact No.:

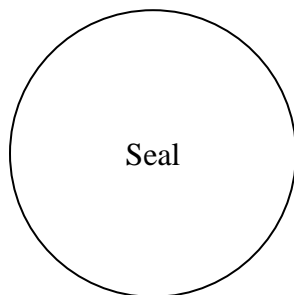
ANNEXURE – II

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:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

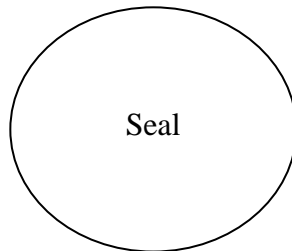
ANNEXURE – III

Work Order Details:

S. No.	Evaluation Criteria	Name of the Client	Order No. & Date	Amount
1	List of Purchase Order / Work Order where the similar type of Work executed by you during the 7 years from the date of publication of tender	1.		
		2.		
		3.		
		4.		
		5.		
		6.		
		7.		

Note: Supporting documents (purchase order/work order) are to be attached along with the Annexure-III.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

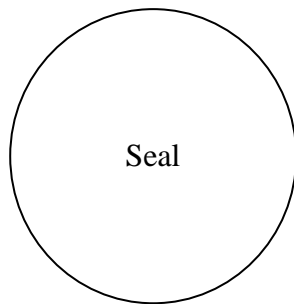
ANNEXURE – IV

Annual Turnover Details:

Evaluation Criteria		
Bidder's Annual Turnover for last three financial years 2014-15 to 2016-17 OR 2015-16 to 2017-18	Financial Year	Turnover in Rs.
	2017-18	
	2016-17	
	2015-16	
	2014-15	

Note: Supporting Documents (Copies of duly signed trading and profit & loss accounts / CA Certificate) are to be attached along with the Annexure-IV.

Date:



Place:

Authorized Signatory:

Name:

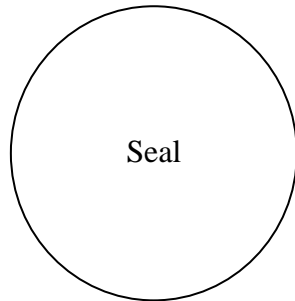
Designation:

Contact No.:

ANNEXURE – V**TECHNICAL BID**

S. No.	Particulars	Compliance by the Vendor (Yes / No.)
01	Scope of work as per tender clause no. 2	
02	Tender Fee as per tender clause no. 3	
03	EMD as per tender clause no. 3	
04	Certificate of Incorporation as per tender clause no. 4.1	
05	Permanent Account Number as per tender clause no. 4.1	
06	Goods and Service Tax Registration Number as per tender clause no. 4.1	
07	Undertaking as per tender clause no. 4.2 (a) -Annexure-I	
08	Certificate as per tender clause no. 4.2 (b) -Annexure-II	
09	Experience details as per tender clause no. 4.2 (c) - Annexure-III	
10	Annual Turnover details as per tender clause no. 4.2 (d) - Annexure-IV	

Date:



Authorized Signatory:

Name:

Designation:

Place:

Contact No.:

ANNEXURE –VI**COMPANY DETAILS**

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date: