



**भारतीय प्रबंध संस्थान इंदौर**  
**प्रबंध शिखर, राऊ-पीथमपुर रोड, इंदौर – 453 556**  
**INDIAN INSTITUTE OF MANAGEMENT INDORE**  
**Prabandh Shikhar, Rau-Pithampur Road, Indore – 453 556**

**(E-PROCUREMENT MODE ONLY)**

**NOTICE INVITING TENDER FOR EMPANELMENT OF BOOK SUPPLIER**

Indian Institute of Management Indore invites online bids (in Two Bid System) for technical and financial proposals from experienced and reputed bidders.

Description of Requirement	Estimated Cost of Tender	Earnest Money Deposit (EMD)
<b>Empanelment of Book Supplier</b>	Rs. 35,00,000/-	Rs. 35,000/-

**Note:**

- Detailed information pertaining to this tender such as tender document, corrigendum (if any), and any further updates will be available on the website of IIM Indore <https://www.iimdr.ac.in/tenders/> and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>
- IIM Indore shall not be responsible for non-receipt of the bids due to internet issues or any other reasons.

**Disclaimer:** This Tender is not an offer by Indian Institute of Management Indore, but an invitation to receive an offer from the bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal award is made and executed by duly authorized office bearers of IIM Indore.

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**Section-1: Schedule of Tender**

<b>Sn</b>	<b>Event</b>	<b>Date and Time/Remarks</b>
1	Tender availability on Institute website and Central Public Procurement Portal	16-04-2025 1600 Hrs.
2	Bid Submissions Start	16-04-2023, 1600 Hrs. Onward
3	Bid Submissions Close	26-04-2025, 1400 Hrs.
4	Opening of Technical Bid	28-04-2025, 1200 Hrs.
5	Opening of Financial Bid	To be updated later on CPP Portal
6	All the communication with respect to this tender shall be addressed to	Officer (Stores, Purchase and Contracts) Phone: 0731-2439630 Email: stores@iimidr.ac.in

**Note:**

- If for any unforeseen circumstances the tender is not opened on the above date, then the next working day will be considered as the tender opening date.

**Section-2: About IIM Indore**

With the objectives of imparting high quality management education and training, the Department of Higher Education, Ministry of Education, Government of India established Indian Institute of Management Indore as Institutions of Excellence. These Institutions are recognized as premier management institutions, comparable to the best in the world for teaching, research and interaction with industries.

Established in 1996, Indian Institute of Management Indore (IIM Indore) has been a leader in the field of management education, interfacing with the industry, government and PSUs. It is promoted and nurtured by the Ministry of Education, Government of India and is an institute of national importance under the Indian Institutes of Management Act 2017.

Situated atop a scenic hillock, the 193 acre campus of IIM Indore provides an ideal backdrop for contemplative learning. IIM Indore has the latest in teaching aids, rich learning resources, a strong IT backbone, state-of-the-art sports complex and hostels as well as contemporary infrastructure.

**Objective of this tender**

Indian Institute of Management Indore is desirous of empaneling the suitable Book supplier to cater the text books related requirement of the Institute through this tender.

**Section-3: Instruction to Bidders**

The tender shall be submitted in accordance with the instructions mentioned in the tender documents, any bid not conforming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender document.

1. For Online Bid Submission the bidders are required to submit copies of their bids electronically as per this tender on the CPP Portal using valid Digital Signature Certificates. Detailed information for submitting the online bids on the CPP Portal is available at <https://eprocure.gov.in/eprocure/app>
2. The Bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-Compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. IIM Indore reserves the right to accept or reject bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
5. The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the bid document must be uploaded On-line on <https://eprocure.gov.in/eprocure/app>. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
6. Useful information for potential bidders is available at <http://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>.
7. 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.

**Section-4: Eligibility Criteria & Online Bid submission Procedure**

In order to apply for this tender, the intending bidders must fulfill the following eligibility criteria, failing which their bid will not be considered for the further evaluation process.

**4.1 Eligibility Criteria (the bidders must submit the following)**

1. Valid PAN, GST Registration and Firm establishment / Company incorporation certificate as on the date of submission of the bid **(Self-certified scanned PDF files to be uploaded in respective packet of Other Important Documents (OID))**.
2. Details of Earnest Money Deposit (EMD), with a self-declaration for accepting the Tender Terms & Conditions mentioned in the tender documents **(As per the Annexure-III given in this tender document)**.
3. Bidders should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. **A duly completed self-declaration certificate for the Clean Track Record to this effect is to be submitted as per the Annexure-IV given in this tender document.**
4. The bidder/ firm should have been incorporated/ established at least for a period of three years or more and currently should be in the same business. The time period of 03 years shall be reckoned as on 31.03.2025 **(Copy of incorporation/ establishment is to be provided along with the Annexure-V given in this tender document)**.
5. The bidder should have a minimum of 3 years of experience as on the bid submission date for book supplies to National Level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, Central Universities and Government Institutions, Letter of empanelment from at least two institutions mentioned above during three years must be uploaded in support of this. **(Copy of the work orders and the work execution / completion certificate from the client end pertaining to the above mentioned works are to be submitted as per the Annexure-VI given in this tender document)**.
6. The bidder's average annual turnover during the last three consecutive financial years i.e. 2022-23, 2023-24 and 2024-25 should not be less than Rs. 10 Lakh (Rupees Ten Lakh only). **(Certificate issued by a Practitioner Chartered Accountant with UDIN should be enclosed along with the Annexure-VII, the year in which no turnover is shown would also be considered for working out the average).**
7. The Firm must be a member of the Federation of Publishers & Bookseller Association of India (FPBAI). Membership certificate issued by FPBAI should be uploaded.

**4.2 Online Bid Submission Procedure**

Bidders are directed to upload the required, relevant documents in the respective packets as mentioned below, it is the sole responsibility of the Bidder to comply with all the supporting documents. In case of any irrelevant or non-readable files, non-submission of any of the below mentioned documents in the bid may be rejected.

**4.2.1 Other Important Documents (OID):** To be uploaded as a readable PDF File on the CPP Portal:

Upload as Under	Details	Supporting Documents
Packet-1	Permanent Account Number (PAN)	Self-certified scanned PDF files to be uploaded in the respective packet.
Packet-2	GST registration certificate	
Packet-3	Firm establishment / Company incorporation certificate	

**4.2.2: Statutory Documents: Cover-1**-To be uploaded as a readable PDF File on the CPP Portal:

Upload as Under	Details	Supporting Documents (As per)
Packet-1	Bidder's Profile	Annexure-I
Packet-2	Check list of the documents to be uploaded	Annexure-II
Packet-3	Details of Earnest Money Deposit (EMD), with a self-declaration for accepting the Tender Terms & Conditions mentioned in the tender documents	Annexure-III
Packet-4	A duly completed self-declaration certificate for the Clean Track Record	Annexure-IV
Packet-5	The bidder/ firm should have been incorporated/ established at least for a period of three years or more and currently should be in the same business. The time period of 03 years shall be reckoned as on 31.03.2025. Copy of incorporated/ established is to be submitted along with the Annexure-V.	Annexure-V
Packet-6	Copy of the work orders and the work execution / completion certificate from the client end pertaining to the above mentioned works are to be submitted along with the Annexure-VI.	Annexure-VI
Packet-7	Average Annual Turnover certificate issued by a Practitioner Chartered Accountant with UDIN should be submitted along with the Annexure-VIII.	Annexure-VII

**Section-5: Scope of Work**

The type of services required for the supply of Books are as under:

Sl. No.	Particular
1	Foreign & Indian Publication (One or More Copies) Except Society Publication, Except Textbooks, Government and Society Publication
2	Textbooks (Indian or Foreign) & Regional Language Publication (other than English)

**Section-6: Financial Bid**

The Financial Proposal/Commercial bid format (BoQ) is provided as BoQ along with this tender document at <https://eprocure.gov.in/eprocure/app>

- i. Bidders are advised to download the BoQ.xls as it is and quote their Discount offer/rates in the permitted column and upload the same in the commercial bid.
- ii. Bidder shall not tamper/modify the downloaded bid template (BoQ) in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD (if any) shall be forfeited.
- iii. The payment shall be made as per the financial quotes submitted by the bidder and accepted by the buyer.
- iv. No advance payment shall be made to the contractor.
- v. The price quoted shall cover all aspects of service delivery, it shall be inclusive of all consumables required to provide the service.
- vi. Bidders are requested to upload the duly filled (BOQ) under the cover-2 on the CPP Portal as mentioned below:

**Packet-1: Financial Bids in (BoQ) XLS version Filled with all relevant information.**

**Section-7: Bid Evaluation**

For the purpose of selection of the bidder, a two bid system evaluation process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Financial Bid. Evaluation will be done strictly on Eligibility Criteria and Technical Specification as mentioned in this tender.

The Technical Evaluation Committee constituted by the IIM Indore shall verify the particulars furnished by the bidder independently and shall examine the bids to confirm that all documents pertaining to the Eligibility Criteria and Technical Criteria have been provided, and shall ascertain the completeness of each document submitted. If any of these documents or information is missing, IIM Indore reserves the right to call upon the missing documents/ Clarification on the submitted documents from the Bidders or reject the bid on account of unresponsive bid and the rejected bids will be ignored for the further evaluation purpose.

Only those bidder who fulfill the minimum eligibility criteria to participate in this bid will be considered as a technically qualified bidders and only they will be considered for evaluation of the Financial Bid.

**Financial Bid Evaluation: The successful bidder will be the one who offers the maximum discount**

**Please Note:**

- I. IIM Indore may empanel one or more bidders as a Book Supplier based on the maximum discount offered.**
- II. In the event of two or more financial bids are found to be the same, IIM Indore may empanel one or more bidders as a Book Supplier based on the maximum discount offered.**

**Section-8: General Terms and Conditions**

1. Tender Type: Two-Bid through Online Mode.
2. Bidder: The expression "Bidder" shall mean the Tenderer who submits the tender.
3. Contractor / Service Provider: The expression "Contractor" or "Service Provider" shall mean the bidder selected by the Institute for the performance of the required services.
4. IIMI: "IIMI" or "IIM Indore" or "Institute" shall mean Indian Institute of Management Indore.

**5. Earnest Money Deposit Details:**

- a. EMD of Rs. 35,000/- (Rupees Thirty-Five Thousand only) should be submitted preferably in the form of a Bank Guarantee from any of the Scheduled Banks. However, the bidders may submit the EMD in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque/ or RTGS also.

It is also required to submit EMD (Hard copy if any) to be submitted within 5 days of the opening of technical bid.

- Name of beneficiary: Indian Institute of Management Indore
- Address: Prabandh Shikhar, 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

- b. 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 Services/ Items only, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Annexure-III of this tender.
  - c. The EMD is to remain valid for a period of forty-five days beyond the final bid validity period.
  - d. 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. 8.
  - e. In case of a successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
  - f. 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.
  - g. No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.
6. **Validity of Bid:** Bid submitted by the bidder shall remain valid for a period of 90 days from the date of opening of bid. The earnest money will be forfeited without any prejudice to any right or remedy, in case the Bidder withdraws his bid during the validity period or in case he changes his offer to his benefits, which are not acceptable to IIM Indore.

**7. Award of Contract:**

The contract will be awarded to the technically qualified bidder(s) who offers the maximum discount.

Please Note: IIM Indore may empanel two or more bidders as a Book Supplier based on the maximum discount offered.



In the event of two or more financial bids are found to be the same, IIM Indore may empanel one or more bidders as a Book Supplier based on the maximum discount offered.

Any effort by a firm to influence IIM Indore in its decision on bid evaluation or placement of a Work Order may result in a rejection of the firm's bid.

#### **8. Security Deposit (SD):**

To ensure due performance of the contract, the Successful bidder (who is awarded the contract) shall submit the Security Deposit (SD) equal to Rs. 1,05,000/ (Rupees One Lakh Five Thousand only) in the form of Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque/ Bank Guarantee from any of the Scheduled Banks/ RTGS. The validity of the Security Deposit will be valid for the contract period plus three months.

Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.

Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

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.

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.

This SD will be refunded without any interest after completion of the Contract. The Contract without Security Deposit will be summarily rejected.

#### **9. Period of Contract:**

The contract shall be valid initially for a period of one year from the date of commencement of work at site, which will be reviewed every year based on the performance and deliverables of the selected vendor.

This contract may be extended for a further period of two year (one year at a time) on the same terms & conditions as mentioned in the tender document, provided such requirement of the office persists at that time. Or, may be curtailed in case partial services are required.

The Contract is liable to be terminated at any time before the completion of normal tenure, owing to deficiency in service or substandard quality of services, or any other reason leading to dissatisfaction of the user(s).

#### **10. Performance Evaluation:**

The performance of the Service Provider in compliance with the terms and conditions of the tender document will be reviewed by the Institute on completion of every year.

- 11. Price:** 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. Price manipulation, when detected at any stage, the supplier shall be responsible for the same, and the excess amount charged shall have to be refunded in one instalment.

- 12. Specifications:** All materials and books and other reading materials shall be, in every aspect according to bibliographic specifications, the description is given in the purchase order and to

previously approved supplies (if any). Always supply paperback and the latest edition unless otherwise asked to supply older or any specific editions. It is a supplier responsibility to check and supply the Indian edition/reprint edition. Supplier may consult the Learning Centre beforehand if intend to supply hardback editions if the ordered paperback edition is not available. If the hardback and paperback have the same price, provide the hardback only. In cases where we order hardback edition due to non-availability of paperback/Indian edition, but at the time of supply if the paperback/Indian edition become available in the market, the vendor must promptly update the same to LC and supply cheapest edition book after the confirmation.

13. **Warranty:** Notwithstanding our acceptance, or right of inspection and any other terms and conditions provided in the purchase Order, supplier warrants that all books and other reading materials supplied are free from any defect and that they fully comply with the specification. The PO is issued in reliance on the warranty mentioned above of the supplier. All materials must be in good conditions. In case mutilated, soiled book/s supplied, have to be replaced without charging any extra cost.
14. **Delivery Period:** All Indian publications should be delivered within 30 days from the receipt of Purchase Order (PO) unless otherwise a specific period is mentioned in the PO. All foreign publications should deliver within 56 days from the receipt of PO. Any loss incurred due to the non-supply of books and other reading materials and 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. The ordered books and other reading materials should be delivered at IIM, Indore Premises transportation, postal and any other charges, if any, will be borne by the supplier.  
  
The materials should be securely packed to withstand rigors 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.
15. **Insurance:** All the books and other reading materials must be insured for transit risk on the supplier's account.
16. **Invoice:** A separate invoice shall be issued in duplicate in each purchase order, with the purchase order number and date stated on the face on the invoices. The invoice should raise in the name of the Librarian, Learning Centre, Indian Institute of Management, Indore and send to his official address.
17. **Payment:** Payment will be made within 30 days after receipt of ordered items in good condition.
18. **Jurisdiction:** 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.
19. **Penalty Clause:** Supplying the books and other reading materials within the stipulated time is crucial. If the supplier fails to deliver books and other reading materials as per the committed schedule, an equivalent to 0.50% (point five percentile) of the delayed item value per week or part thereof until actual delivery will be deducted as Liquidated damages. It is subject to a maximum deduction of 10% (ten percentile) of the delayed item value. Once the maximum is reached, the termination of the contract may be considered.
20. IIM Indore reserve the right to cancel and vary the terms & conditions of the PO wholly or in part at any time before it's execution without assigning any reason.
21. IIM Indore has the right to terminate the contract any time without assigning any reason. IIM Indore also has the right to blacklist book vendor/s for future bids in case of non-satisfied performance.
22. No vendor/supplier shall have the sole right to supply books/publications. Notwithstanding the discount rate decided, the Institute shall have the right to procure materials/books directly from

other vendors/suppliers/distributors/publishers/e-commerce platform and from anywhere.

23. Where more than one vendor/supplier has been empaneled with the same discount rate/s, orders may be alternatively placed or divided among them. IIM Indore reserves the right to split the order among two or more vendors.

24. If the ordered books not supplied within the stipulated period, a certificate of non-availability of those titles in the market from the publisher/Publisher's distributor/stockiest should be furnished within the due date of supply.

**25. OTHER CONDITIONS:**

- a. The supplier will verify on the bill that "Certified Publishers Price have been charged & Latest edition has been supplied."
- b. The supplier will supply authenticated publish books only; you will not supply any pirated, duplicate, or photocopy.
- c. The supplier shall have to furnish the price proof with sign and seal of each ordered books and other reading materials whether price printed or not with mentioning item billing numbers along with a latest G.O.C. copy.
- d. In cases where you received the order for the books and other reading materials which you are not contractually bound to supply you should inform us within three working days upon receiving such order, and you will not supply such products which are not covered in your contract.
- e. As an empanelled vendor you are agreed to supply all publishers' books and no exception will be entertained.

**26. Terms & Conditions of Termination:**

1. The contract may be terminated by serving 30 days' notice, in case the Service Provider :
  - a. Assigns or sub contracts any of the service without obtaining prior approval of the Competent Authority.
  - b. Violates/ contravenes any of the terms and conditions mentioned herein
  - c. Performance of services is not found satisfactory and does not improve in spite of feedback/request(s)/complaint(s)/reminder(s).
  - d. violates Government or Institute guidelines / Terms of Contract or suppression of fact(s)
  - e. Declared insolvent by a competent court of law.
  - f. Act or action by its personnel that adversely affects the Institute and/or its brand/image/reputation.
2. If a Service Provider desires to exit the contract under normal circumstances, 90 days' notice in writing in advance should be submitted by the agency.
3. In the event of premature closure of the contract for the reasons as mentioned in Point No.1 above, the security deposit money shall be absolutely forfeited by IIM Indore.

27. **Force Majeure:** Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other, give a notice of termination.

28. **Conciliation & Arbitration:** Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by seeking references to conditions in tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Indore. The award of the Arbitrator shall be final, conclusive and binding on all parties.

**Annexure-I: BIDDER's PROFILE**

(On Company/ Firm's Letterhead)

Profile		
Registered Name		
Date of Incorporation / Establishment		
Permanent Account Number (PAN)		
GST Registration Number		
Registered Address		
Postal address for communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	

**Authorized Signatory**

Name:

Designation:

Date:

Place:



**ANNEXURE-II**  
**CHECK LIST OF THE DOCUMENTS TO BE UPLOADED AS MENTIONED IN SECTION-4**

**4.1: Other Important Documents (OID):** To be uploaded as a readable PDF File on the CPP Portal

Upload Under	Details	Supporting Documents	Complied (Yes/No)
Packet-1	Permanent Account Number (PAN)	Self-certified scanned PDF File	
Packet-2	GST registration certificate		
Packet-3	Firm establishment / Company incorporation certificate		

**4.2: Statutory Documents: Cover-1**-To be uploaded as a readable PDF File on the CPP Portal

Upload as Under	Details	Supporting Documents (As per)	Complied (Yes/No)
Packet-1	Bidder's Profile	Annexure-I	
Packet-2	Check list of the documents to be uploaded	Annexure-II	
Packet-3	Details of Tender Fees and Earnest Money Deposit (EMD), with a self-declaration for accepting the Tender Terms & Conditions mentioned in the tender documents	Annexure-III	
Packet-4	A duly completed self-declaration certificate for the Clean Track Record	Annexure-IV	
Packet-5	The bidder/ firm should have been incorporated/ established at least for a period of five years or more and currently should be in the same business. The time period of 05 years shall be reckoned as on 28.02.2023. Copy of incorporated/ established is to be submitted along with the Annexure-V.	Annexure-V	
Packet-6	Copy of the work orders and the work execution / completion certificate from the client end pertaining to the above mentioned works are to be submitted along with the Annexure-VI.	Annexure-VI	
Packet-7	Average Annual Turnover certificate issued by a <b>Practitioner Chartered Accountant with UDIN</b> should be submitted along with the Annexure-VIII.	Annexure-VII	

**Authorized Signatory**

Name:

Designation:

Date:

Place:



**Annexure-III**

(Duly sealed and signed certificate on Company/ Firm's Letterhead)

To,

Officer (Stores, Purchase and Contracts)  
Indian Institute of Management Indore  
Prabandh Shikhar, Rau-Pithampur Road,  
Indore – 453 556

**Subject: DETAILS OF EMD DEPOSITED, WITH A SELF-DECLARATION FOR ACCEPTING  
ALL TENDER TERMS AND CONDITIONS**

Dear Sir,

I/we hereby submit our tender for Empanelment of Book Supplier at IIM Indore along With other required documents.

I/we are enclosed herewith the following towards Earnest Money Deposit:

Particular	Amount	Transaction No & Date	Bank Name	Remarks
Earnest Money Deposit (EMD)	Rs. 35,000			

I/We have gone through all terms and conditions of the tender document also I/We have gone through the corrigendum/ addendum issued (if any) till the Bid Submission close time and date for this tender.

I/We agree to accept all the terms and conditions of the tender document and assure you that I/We will comply with the above referred tender document including instructions, terms & conditions, technical specification stated therein.

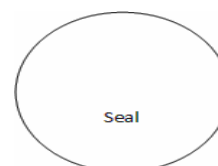
**Authorized Signatory**

Name:

Designation:

Date:

Place:



**Annexure-IV**

**SELF-DECLARATION CERTIFICATE FOR THE CLEAN TRACK RECORD**

(Duly sealed and signed certificate on Company/ Firm's Letterhead)

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 all respects 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 will be debarred/blacklisted as decided by the competent authority of IIM Indore, also the EMD/ Performance Security Deposit (if any) shall be forfeited.

In addition to the above, IIM Indore, will not be responsible to pay the bills for any Partial/ Full supply of the items/ services.

**Authorized Signatory**

Name:

Designation:

Date:

Place:



**Annexure-V****NUMBER OF YEARS FROM ESTABLISHMENT**

The bidder/ firm should have been incorporated/ established at least for a period of 03 years or more and currently should be in the same business.

<b>Sn</b>	<b>Name of firm</b>	<b>Date of Establishment/ Incorporation</b>	<b>Number of Years as on 31.03.2025</b>	<b>Remarks</b>
				Copy of incorporated/ established is to be provided along with this Annexure

**Currently the firm is in the same business (Yes/No):** \_\_\_\_\_

**Authorized Signatory**

Name:

Designation:

Date:

Place:





**Annexure-VI****WORK EXPERIENCE**

The bidder should have a minimum 3 years of experience as on the bid submission date for book supply to National Level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, Central Universities and Government Institutions, Letter of empanelment from at least two institutions mentioned above during five years:

<b>Sn</b>	<b>Name of the Client</b>	<b>Order No.</b>	<b>AMOUNT</b>	<b>Remarks</b>
1.				Copy of the work orders and the work execution / completion certificate from the client and pertaining to the mentioned works are to be submitted.
2.				
3.				
4.				
5.				

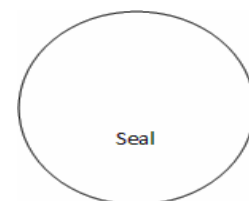
**Authorized Signatory**

Name:

Designation:

Date:

Place:



Seal

**Annexure-VII****AVERAGE ANNUAL TURNOVER**

The bidder's average annual turnover during the last three consecutive financial years i.e. 2022-23, 2023-24 and 2024-25 should not be less than Rs. 10 Lakh (Rupees Ten Lakh only).

<b>Financial Year</b>	<b>CA Certificate with UDIN (Yes/No)</b>	<b>Annual Turnover (Figure in Rs.)</b>	<b>Remarks</b>
2022-23			Certificate issued by a Practitioner Chartered Accountant with UDIN should be submitted with this Annexure
2023-24			
2024-25			
<b>AVERAGE ANNUAL TURNOVER :</b>			

**Note:** The year in which no turnover is shown would also be considered for working out the average.

**Authorized Signatory**

Name:

Designation:

Date:

Place:

