



## **Indian Institute of Foreign Trade- Kolkata Campus**

(Deemed to be University)

Under Ministry Of Commerce & Industry, Govt. Of India

**Tender for Empanlement of Vendors for Supply of Books to IIFT, Library, Kolkata**

**Tender Enquiry No: IIFT(K)/Lib(Emp)/2022-23, Date:30.11.2022.**

**Indian Institute of Foreign Trade, Kolkata Campus**

**1583, Madurdaha, Chowbagha Road, Ward No: 108, Borough-XII, Kolkata-700107**

**Phone: (033) 3501-4500 & 3501-4600**

Indian Institute of Foreign Trade, an autonomous body under the Department of Commerce, Government of India and as well as a Deemed to be University under UGC, invites offer of interest for **“Empanelment of Vendors/Suppliers for the Supply of Books”** on prescribed Format from reputed vendors/distributors/suppliers.

This empanelment will be initially valid for a period of **one year** from the date of confirmation by IIFT and it may be further extendable with written request from the vendors/suppliers, at the sole discretion of the Institute. Interested vendors/distributors/suppliers may submit the applications along with one copy each of the requisite documents.

### **Important Dates**

<b>Last Date &amp; Time of Receiving the Tender</b>	December 21 <sup>st</sup> , 2022 by 3:00 P.M.
<b>Date &amp; Time of Opening of Technical Bid</b>	December 21 <sup>st</sup> , 2022 at 4:00 PM
<b>Date of Opening of Price Bid</b>	Will be intimated Later

### **Instructions for applicants:**

- The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Firms/Suppliers/Vendors are advised to submit separate sealed envelopes super scribing - **“Technical Bid for supply of Books to IIFT Library, Kolkata”** and **“Financial Bid for supply of Books to IIFT Library, Kolkata”** containing respective documents. Both the documents should be put in a single big envelope and sent to **“The Accounts Officer, Indian Institute of Foreign Trade, Kolkata Campus, 1583 Madurdaha, Chowbagha Road, Ward No. 108, Borough XII, Kolkata-700107.”**
- The Technical Bids are to be opened at the first instance & evaluated by competent committee or Authority. At the second stage, Financial Bid of only technically qualified Firms/Suppliers/Vendors will be opened for further evaluation and selection of vendors for empanelment.
- The Security Deposit of Rs. 15,000/- (Rupees fifteen thousand only) to be deposited for 01 year in form of Demand Drafts in favour of **“Indian Institute of Foreign Trade”** payable at Kolkata within fifteen days of empanelment which shall be refunded without interest after the successful performance of the concerned firm during the contract period.
- **Incomplete and conditional applications will not be considered.**
- **At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be incorrect contract is liable to be cancelled.**
- The supplier/Vendor or his Authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
- Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applicants are liable to be black-listed by the Institute.

- The application(s) received after the due date and time will not be considered.
- The applications will be scrutinized and shortlisted for empanelment by the library committee. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- The short-listed vendor(s)/distributor(s)/supplier(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for Supply of Books (Print)" as stipulated hereunder.

### **Terms and Conditions**

#### ▪ **General**

- IIFT reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof.
- IIFT-Kolkata does not bind to place the purchase order to the approved vendor.

#### ▪ **Enquiry**

- The library may place an enquiry with all the empanelled vendors for the required titles and number of copies by email and within two days of receipt of the email, the vendors have to respond within certain time quoting titles available with number of copies and printed price, by reply through email only to speed up the work.

#### ▪ **Purchase Orders**

- Supply of books has to be made strictly against the purchase orders.
- Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- Any clarification/query regarding the purchase order should be sought from the library within 02(two) days of receipt of the order.

#### ▪ **Supply**

- All bills towards supply of books shall be drawn in favour of the IIFT Kolkata. The prices charged will be inclusive of all taxes, freight, packaging charges. In no case additional charge will be paid. The mailing address for supply of book and bill is as under:

**Indian Institute of Foreign Trade, Kolkata Campus**

**1583, Madurdaha, Ward No 108, Borough XII, Chowbagha Road Kolkata-700107**

- If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges will be borne by the supplier.
- Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

- If the requested title(s) is OFP (out of print) or POD (print on demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an extension of time to supply the same, at least 07(seven) working days before the due date of supply.
- **Conditions for cancellation of the released purchase order**
  - If a vendor fails to supply less than 50% of the ordered titles/books or does not supply the books after their confirmation within the stipulated time, a penalty ranging from 10 to 20% of the value of unsupplied titles shall be imposed or the Security Deposit amount shall be forfeited. The supplier shall also be blacklisted.
  - All supply orders for books will be valid for 30 days for Indian Publications and 45 days for foreign Publications. After the expiry of the timeframe, the purchase order will automatically stand cancelled.
  - The decision of accepting supply of cancelled titles is at the sole discretion of the Institute and the decision of the competent authority of the Institute shall be final in this regard.
- **Mandatory enclosures with Invoice**
  - Challans/Invoices are to be submitted in triplicate (3 copies). A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
  - The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of prices charged.
  - A currency conversion rate proof with date must be furnished for books whose prices are quoted (before conversion into INR) in any currency other than INR.
  - Every price proof and currency conversion proof should bear authorized signature of the vendor with official seal.
- **Other Terms and Conditions**
  - The Institute reserves the right to change or modify or amend or substitute any clause(s) in the “Terms and Conditions”, if required, during the tenure of the contract. In case of such a change, the empanelled vendors will be notified.
  - The empanelled vendors will be required to supply the latest edition of books to IIFT Library. In no case, an earlier edition shall be supplied, unless specifically asked for.
  - By default, paperback and Indian editions of books must be supplied unless specified otherwise. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.
  - The title and other details of supplied books must be in accordance with supply order and the book(s) should be in good condition. The IIFT will not be responsible for any loss or damage in postal transit or otherwise. In case of erroneous supply and discrepancies in book(s), the book(s) shall be returned at the supplier’s cost, even after stamping etc. The final decision to return the book(s) or ask for refund towards difference in price will rest with the Institute.

- If the first vendor fails in confirming about supply of ordered publications within 10 days from the date of ordering, the second vendor will be given supply order. In case of failure in supply, the subsequent supply order will be given to the next parties, available in the panel of suppliers.
- Number of vendors/suppliers/publishers etc. for empanelment will be fixed by the Institute.
- In case of urgency, the vendors will be required to deliver the books under a very short notice.
- Appeal against any terms & conditions shall, however, lie with the Centre Head, IIFT Kolkata whose decision shall be final.

**Section Officer  
Admin Section  
IIFT, Kolkata**

## **Annexure-A**

### **Technical Bid for**

### **Empanelment of Firms/ Vendors/ Suppliers for Supply of Books to IIFT Library, Kolkata Application Form**

Paste recent  
Passport Size Color  
Photograph of the  
representative of the  
bidder

1. Name of the Firm/Vendor:
2. Complete Postal Address:
3. Type of Company(Pvt Ltd./Ltd./Proprietorship/Partnership)
  - a. If Pvt Ltd. Name & Address of Directors
  - b. If Ltd. Name of Authorised Signatories
  - c. If. Proprietorship Name & Address of Proprietor
  - d. If Partnership Name & Address of Partners
4. Are you a member of Good Office Committee (G.O.C)? Yes/No.  
If yes, attach a copy of the Membership Certificate.
5. Are you a Member of Federation of Publishers' and Booksellers' Association of India (FPBAI)? Yes/No.  
If Yes, attach copy of the valid Membership
6. Are you a distributor/dealer/stockiest/exclusive/preferred Agent? If so tick mark the appropriate one's  
and attach the authority letter(s) issued by the publishers in support of your claim
7. Year of starting of the Firm with Registration Number/date: (Attach attested copies)
8. Year of starting of the Firm with Registration Number/date: (Attach attested copies)

9. PAN & TAN:

10. GST Registration Certificate:

11. Annual Business Turnover: 2018-19, 2019-20, 2020-21:

(Attach IT returns certified copies showing turnover for the last three years i.e. for financial years 2018-19, 2019-20 and 2020-21. The firm should have minimum Turnover of Rs.15 lakhs per annum for last three years)

12. Number of Important University/National Autonomous Academic Institutions of higher learning in Management and allied disciplines served as supplier of books to Libraries. (Minimum three copies of the latest Purchase Order handled by your firm with copy of the certificate of successful completion of supply on time from the institute concerned, use additional sheets if required)

13. Major foreign/Indian Publishers you are dealing with (Give Names/Address) with copy of the direct procurement from the publisher/Distributor as case may be.

\*\*All entries in the tender form should be legible and filled in clearly. If the space for furnishing information is not sufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or correction is permitted in the financial bid Form.

\*\*Attested copies of the relevant documents/certificates are to be enclosed to support the entries made in the Technical Bid.

**Entries/Claims made without supporting documents will not be considered for evaluation.**

**DECLARATIONS**

(i) I/We ..... (names of partners/Proprietors or Shareholders) do hereby declare that the entries made in this application form are true to the best of our knowledge and believe, that we shall be bound by the acts of duly constituted attorney.

(ii) I/We also hereby declare that all matters related to IIFT, Kolkata shall be treated as Confidential and no information shall be passed on to any unauthorised person without written permission of the Competent Authority.

(iii) Mr..... whose signature are given below, is an authorized representative of this firm.

(iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

**Place:**

**Date:**

**Authorised Signatory**

**& Seal of the Firm**



**Mandate Form for Electronic Fund Transfer/RTGS Transfer**

**Date:**

**To,**  
**The Accounts Officer,**  
**Indian Institute of Foreign Trade, Kolkata Campus,**  
**1583, Madurdaha, Chowbagha, Borough-XII, Kolkata-700107**

**Sub:** Authorization to release payment /dues from Indian Institute of Foreign Trade, Kolkata through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Vendor/Firm/Company:
2. Address of the Firm: .....
- City: ....., Pin Code....., Email-ID:.....
- PAN NO : ....., Mob No:.....

3. Particulars of the Bank:

Bank Name		Branch	
Branch Address		City	
Pin Code		Branch Code	
MICR No(09 Digit appearing on the cheque book)			
IFSC Code(11 digit alphanumeric Code)			
Account Type			
Account No			
Please attach a Xerox copy of the cheque of your bank			

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for any reason of incomplete or incorrect information I shall not hold Indian Institute of Foreign Trade, Kolkata responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

**Place:** .....

**Date:** .....

.....  
**Signature & Seal of the Authorised Signatory Of the Party**

Certified that particulars furnished above are correct as per our record:

.....  
**Seal and Signature with number of authorised official from Bank**

## Financial Bid

### Empanelment of Firms/ Vendors/ Suppliers for Supply of Books to IIFT Library, Kolkata

Name of the Firm/ Vendor:

Sl No.	Description of Books	Publication Type & Discount Offered			
		Indian Publications/ Indian Reprints of Foreign Publications		Foreign Books Publications having price in Foreign Currencies	
		1 – 10 Copies	11 - Above	1 – 10 Copies	11 - Above
1	Text Books				
2	General (User's Reference) Books				
3	Reference Books (Handbooks, Yearbook, Encyclopaedia, Map, Chart, Dictionary and the like)				
4	Books Published by Govt./ NGO/ Non-profit organizations / Low Discounted Books etc.				
5	Institutional/GOI publications				

I/We hereby declare that I/We shall abide by the terms and conditions and rules & regulations of IIFT Kolkata as laid down in the said tender document and quote rates accordingly.

**Date:**

.....  
**Authorised Signatory & Seal of the Firm**