



**Indian Institute of Foreign Trade  
Deemed to be University  
(Under Department of Commerce, Government of India)**

**Tender for Empanelment of Publishers/Distributors for Supply of e-Books to IIFT  
New Delhi.**

**Ref: No. Misc.1/2020**

**Date: 09/03/2021**

**INDIAN INSTITUTE OF FOREIGN TRADE B-21  
QUTAB INSTITUTIONAL AREA.  
NEW DELHI - 110 016**

Indian Institute of Foreign Trade (IIFT), an autonomous body under the Department of Commerce, Government of India and as well as a Deemed to be University under UGC, invites Expression of Interest for “**Empanelment of Publishers/Distributors for providing subscription/online access of e-Books**” on prescribed Format from reputed publishers.

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 publishers/ Distributors, at the sole discretion of the Institute. Interested publishers/ Distributors may submit the applications along with one copy each of the requisite documents in the **Tender Box at the Main Gate, IIFT, B-21 Qutab Institutional Area, New Delhi - 110 016**

### **Important Dates**

Last Date & Time of Receiving the Tender	<b>24/03/2021 by 04:00 PM</b>
Date & Time of Opening Tender	To be announced later
Date of Confirmation	To be announced later

### **Instructions for applicants:**

1. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested Publishers/ Distributors are advised to submit separate sealed envelopes super scribing - “**Technical Bid for supply of e-Books to IIFT, New Delhi**” and “**Financial Bid for subscription of e-Books to IIFT, New Delhi**” containing respective documents.
2. The tender document can be downloaded from official website (www.iift.edu) of IIFT, New Delhi, the tender fee amounting to Rs. 500/- should be submitted in the form of DD/BC drawn in favour of “**India Institute of Foreign Trade**” payable at ‘**New Delhi**’. The fee of tender document will not be refunded in any case. Tender received without tender fee will be summarily rejected.
3. **Bid Security:** As per the Ministry of Finance, Department of Expenditure an amendment to GFR Rule 170 vide Office Memorandum No. F.9/4/2020-PPD dated 12/11/2020, the bidders are requested to submit a Declaration instead of Bid Security. The declaration format at **annexure-A**.

4. 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 Publishers / Distributors will be opened for further evaluation and selection of Publishers/ Distributors for empanelment.
5. **THE ESTIMATED VALUE** of the Tender is approximated **Rs. 73.76 Lacs** based on consumption for the year 2019-2020.
6. Incomplete and conditional applications will not be considered.
7. At any given point of time, if any of the documents furnished by the Publishers/ Distributors is found to be incorrect contract is liable to be cancelled.
8. The Publishers/ Distributors or his Authorized representative has to sign on every page of the document submitted by them with seal of the publishers/ Distributors concerned.
9. **PERFORMANCE SECURITY:** The successful bidder must submit a Performance Bank Guarantee for an amount of Rs. 2,21,280/-. It can be deposited in the form of Demand Draft or Bank Guarantee with validity period beyond 60 days of the completion of the project
10. 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.
11. The application(s) received after the due date and time will not be considered.
12. The applications will be scrutinized and shortlisted for empanelment by the library committee. The short-listed publishers will be informed either by email and/or by regular post for further procedure, as required.
13. The short-listed Publisher(s)/ Distributor(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for subscription of e-Books" as stipulated hereunder.

**(Karun Duggal)**  
**Section Officer (Admn.)**  
**Room No. 522**  
**Indian Institute of Foreign Trade**  
**Tel: 011 39147322**

## **Terms and Conditions**

### **1. Eligibility Conditions:**

- a) Membership of Good Office Committee.
- b) Membership of Federation of Publishers/ Distributors with proof.
- c) Minimum 03 years experience with Universities/National Academic Institutions of higher learning in Management and allied disciplines as subscriber of e-Books.
- d) The Publisher/ Distributor should have served at least 03 reputed Institutions like IIMs, NITs and Universities, etc.
- e) Number of Important University/National Autonomous Academic Institutions of higher learning in Management and allied disciplines served as subscriber of e-Books to Libraries during the last 03 years. 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 be attached. Additional Sheet may be added if required.
- f) The Publisher/ Distributor should have permanent establishment which should have been established for minimum period of 10 years.
- g) Only publishers/ Distributors are eligible for applying the Tender.

### **2. General:**

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

### **3. Enquiry:**

The library may place an enquiry with all the empanelled publishers/ Distributors for the required titles and number of subscription required by email and within two days of receipt of the email, the publishers/ Distributors have to respond by quoting the price.

### **4. Purchase Orders/ Demand for e-Books:**

- a) Subscription of e-books has to be made strictly against the purchase orders.

- b) Sending an acknowledgement of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- c) Any clarification/query regarding the purchase order should be sought from the library within 02(two) days of receipt of the order.

#### 5. **Fall Clause**

- If the supplier reduces the price of e-Book after the award of the work, the reduced price will automatically applicable to IIFT. Accordingly the price payable under the contract will become the reduced price only. At the time of submitting the invoice, the supplier has to enclose an undertaking to the effect that they have not sold the goods (e-Books) to any one below the price quoted to us. Any non-adherence in this regard would constitute a default and invite invocation of penal clauses.

#### 6. **Supply:**

- a) All the ordinary Indian e-Books should be subscribed within 2 days and foreigne-Books within 05 days, in case dealings from abroad involves.
- b) All bills towards subscription of e-books shall be drawn in favour of the IIFT, New Delhi. The prices charged will be inclusive of all taxes. In no case additional charge will be paid. E-Books to be subscribed to the users as required of Indian Institute of Foreign Trade Library.
- c) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- d) If the requested title(s) is a new edition or made available on demand, sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- e) In case there is a delay foreseen in subscribe, the concerned empanelled Publishers/ Distributors should send a communication to the library explaining the same and seeking an extension of time to e-delivery/ Access the same online, at least 02(two) working days before the due date of supply.

**7. Conditions for cancellation of the released purchase order:**

- a) If a Publisher/ Distributor fails to subscription of the ordered titles of e-books or does not give access to the e-books after their confirmation within the stipulated time, a penalty ranging from 10% to 20% shall be imposed or the Security Deposit amount shall be forfeited. The supplier shall also be blacklisted.
- b) If the Publisher/ Distributor failed to provide the subscription within 2 days for Indian e-Books and within 5 days for foreign e-Books, the order will be cancelled automatically.
- c) All supply orders for e-books will be valid for 5 days for Indian Publications and 10 days for foreign Publications. After the expiry of the timeframe, the purchase order will automatically stand cancelled.
- d) The decision of accepting disrupted of subscription 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.

**8. Mandatory enclosures with Invoice:**

- a) 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.
- b) A currency conversion rate proof with date must be furnished for foreign-books whose prices are quoted (before conversion into INR) in any currency other than INR.
- c) Every currency conversion proof should bear authorized signature of the vendor with official seal.

## 9. Other Terms and Conditions:

- a) 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 publishers will be notified.
- b) The empanelled publishers will be required to subscribe the latest edition of e-books to IIFT. In no case, an earlier edition shall be supplied, unless specifically asked for.
- c) If the first Publisher/ Distributor fails in confirming about subscribe of ordered publications within 05 days from the date of ordering, the second publisher 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 Publishers/ Distributors.
- d) Number of Publishers/ Distributors etc. for empanelment will be fixed by the Institute.
- e) In case of urgency, the Publisher/ Distributor will be required to subscribe the e-books under a very short notice.
- f) The bidder shall invariably state in the Tender, the validity of the offer. The validity shall be for a minimum period of 180 days from the date of opening of bids.
- g) **Arbitration:** Any dispute or difference, whatsoever arising between the firms out of or relating to the Tender shall be referred to the Director IIFT for referral of such disputes to a sole arbitrator, to be appointed by mutual consent of the parties to the contract. The arbitrator shall give reason(s) for the award. Subject to the above, the provisions of Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in IIFT New Delhi.
- h) **Effect and Jurisdiction:** The law applicable to this Tender shall be the laws in force in India. The courts in New Delhi, shall have exclusive jurisdiction in all matters arising under and on account of this Tender.

**Indian Institute of Foreign Trade New Delhi**

**Technical Bid**

**Empanelment of Publishers/ Distributors for subscription of e-Books to IIFT, New Delhi**

**Application Form**

1. Name of the Publisher/ Distributors:
2. Complete Postal Address:
3. FAX No./Telephone No:
4. Email & Website of bidder:
5. Kind of Proprietorship (i.e. Single/Joint):
6. If partnership, name and address of partners:
7. Are you a member of Good Office Committee (G.O.C)? Yes/No.  
If Yes, attach a copy of the Membership Certificate.
8. Are you a Member of Federation of Publishers/ Distributors? Yes/No.  
If Yes, attach copy of the valid Membership
9. Year of starting of the Firm with Registration Number/date:  
(Attach attested copies). At least 10 years existence is required.
10. PAN & TAN No.:
11. GSTN Registration No. (Attach: copy of GST Certificate)
12. Whether the fee of tender document submitted  
Yes/No \_\_\_\_\_ If yes, DD No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. 500/-  
drawn on \_\_\_\_\_ favouring IIFT, payable at New Delhi is  
enclosed.
13. 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.
14. 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.**

Please enclose recent passport photograph(s) of the authorized representative(s)
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## 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, New 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..... 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.

**Date:**

**Authorised Signatory**

**& Seal of the Firm**

# Indian Institute of Foreign Trade, New Delhi

## Financial Bid

### Empanelment of Publishers/ Distributors for Subscription of e-Books to IIFT, New Delhi

#### Application Form

Name of the Publisher/ Distributors:

SI No.	Description of e-Books	Publication Type & Discount Offered			
		Indian Publications/ of Foreign Publications		Foreign e-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) e-Books				
3	Reference e-Books (Handbooks, Yearbook, Encyclopaedia, Map, Chart, Dictionary and the like)				
4	e-Books Published by Govt./ NGO/ Non-profit organizations / Low Discounted e-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 New Delhi as laid down in the said tender document and quote rates accordingly.

**Date:**

**Authorised Signatory  
& Seal of the Firm**

**Indian Institute of Foreign Trade, New Delhi**  
**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS**  
**TRANSFER**

Date:

**The Section Officer**  
**Indian Institute of Foreign Trade,**  
**Section Officer, General**  
**Administration, Room No. 522, IIFT,**  
**New Delhi – 110 016.**

Sub: Authorization for release of payment / dues from Indian Institute of Foreign Trade New Delhi through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Publisher/ Distributor:

2. Address of the Publisher/ Distributor:

City \_\_\_\_\_ Pin Code \_\_\_\_\_  
 E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_  
 Permanent Account Number \_\_\_\_\_

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

## DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Indian Institute of Foreign Trade, New Delhi 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 Authorized Signatory of the Party

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Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date:\_\_\_\_\_

### Signature of the Authorized Official from the Bank

***N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it please TICK wherever is applicable.***

**Declaration for Bid Security**

I \_\_\_\_\_ Son/ Daughter/ Wife of \_\_\_\_\_ on behalf of the \_\_\_\_\_(Name of Company) do hereby declare that if we withdraw or modify our bids for the Tender during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in Tender, we will be suspended for a period of 1 year from being eligible to submit Tender/Proposal for contracts with IIFT.

Name

Company

Signature