

INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

**Supplying Books to IITG Library,
IIT Guwahati**

Last Date of Submission of EOI Proposal : 20th December, 2018 up to 02.00 p.m.
Opening of EOI Proposal : 20th December, 2018 at 02.30 p.m.



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY GUWAHATI



भारतीय सूचना प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Information Technology Guwahati

Ref No:- IITG/LIB/09/2015-16/ 5063
Date:- 07.12.2018

Sub:- Expression of Interest for supplying books to IIT Guwahati.

IIT Guwahati invites sealed Expression of Interest (EOI) from vendor(s)/Supplier(s)/distributor(s) who are registered with the Book Seller's Federation (National/State) for supplying books to the institute library.

Interested vendor(s)/Supplier(s)/distributor(s) may submit "Expression of Interest" in a sealed envelope clearly superscripted as "Expression of Interest (EOI) for supplying books to IIT Guwahati Library " on or before 20.12.2018 upto 2.00 pm. There is no EOI submission fees. Any corrigendum / addendum shall only be published on the institute website.

Kindly read the instructions, eligibility criteria, general terms & conditions properly which are given below and see that eligibility criteria, general terms & conditions are fully understood and complied.

Sd/-
Director
IIT Guwahati

A. Instructions:

1. Interested vendor(s)/supplier(s)/distributor(s) should submit their response in the prescribed format, in sealed envelope super scribing – Expression of Interest for Supplying of Books to IITG Library, IIT Guwahati.
2. The response should be signed by an authorized signatory of the vendor(s)/supplier(s)/distributor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
3. Incomplete EOI responses will not be considered. EOIs not in proper format or EOIs without appropriate and supporting documents and EOIs received after last date of submission will be summarily rejected.
4. At any given point of time, if any of the documents furnished by the vendor(s)/supplier(s)/distributor(s) is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of its contract.
5. No canvassing or repeated communication should be made with the office, failing which may attract punitive action and will become liable to be de-listed by the Institute.
6. The vendor(s)/supplier(s)/ distributor(s)/, are required to agree to supply as per the institute “General Terms & Conditions” for supply of books as stipulated here.
7. For any query pertaining to this document , correspondence may be made to : library@iitg.ac.in
8. EOI submission address:
The Director
Indian Institute of Information Technology Guwahati
Bongora, Guwahati-781015

B. Eligibility Criteria:

The vendor(s)/supplier(s)/ distributor(s)/, who want to submit EOI should meet the following minimum eligibility criteria:

Important: Any vendor(s)/ supplier(s)/ distributor(s)/, must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head duly signed with official seal, to be submitted with the EOI proposal.

Minimum Eligibility Criteria: (Please enclose documents in support for each of the following)

1. Vendor(s)/supplier(s)/distributor(s) must be registered with the Book Seller’s Federation (National/State) for minimum five years.
2. Must have experience of supplying books to minimum 05 national level educational institutions in India.
3. Must have PAN Card, GST Registration Certificate.
4. Income Tax Return for last five years is to be enclosed.

5. The turnover of the vendor should be minimum one crore per annum.
6. Filled in declaration as per the format enclosed.

C. General Terms & Conditions :

1. Director, IIT Guwahati/ The Committee constituted for scrutiny and shortlisting, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
2. On the basis of the EOI received from the vendors(s)/suppliers(s)/distributor(s) few of them will be shortlisted. Further other formalities and negotiations on discount etc. will be done via e-mail and short listed vendors(s)/suppliers(s)/distributor(s) will be invited for registration/empanelment as institute approved vendor.
3. The institute may empanel more than one vendor/supplier/distributor and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the institute's right to purchase books directly from any other source without routing them through the empanelled vendors(s)/suppliers(s)/distributor(s).
4. The institute will enter into the contract initially for a period of three years, extendable to a further period depending on the performance in supplying of books and mutual agreement of the institute and vendors(s)/suppliers(s)/distributor(s) if felt necessary.
5. The registration/empanelment as institute approved vendor does not ensure ordering of books. This will depend upon requirement of the institute & confirmation of supply by the vendor/supplier/distributor as and when requested by the library.
6. The purchase orders will be sent through e-mail only.
7. The vendors(s)/suppliers(s)/distributor(s) must quote their offered rate of discount in **Form-A**.
8. Exchange rate for foreign currency shall be calculated as per GOC Rate declared from time to time provided by The Federation of Publishers' and Booksellers' Associations in India , Darya Ganj, New Delhi – 110 002. In exceptional case, Bank Rate declared by RBI will be applicable.
9. The vendors(s)/suppliers(s)/distributor(s) shall supply books/other items free of postage, packing and forwarding charges to IITG Library. All orders are time bound and should be supplied within the period specified below:

Indian Publication : Six Weeks

Foreign Publication : Ten Weeks

Print on Demand Book: As per publisher's acceptance.

Failing to supply any order within the specific time frame the particular order may be cancelled if felt required. For any kind of delay in supplying orders the vendors(s)/suppliers(s)/distributor(s) must take permission from the library office and if the reason is found satisfactory the period may be extended by the office.

10. If the library ask for quotation of book/s the vendors(s)/suppliers(s)/distributor(s) has to provide quotation of the same within four days. In case the vendors(s)/suppliers(s)/distributor(s) do not provide required quotation within the time they will not be given any order from the library for that particular

request. Again, if the vendors(s)/suppliers(s)/distributor(s) do not reply for five times to quotation call further no order will be placed to them.

11. Bill should be in triplicate and in the name of IITG Library. The order number and date must be mentioned against all submitted bills. If the price of the book is not printed on the book/s, the vendors(s)/suppliers(s)/distributor(s) has to attach signed and stamped price proof of the book from the publisher's catalogue. Also the bill must contain the item serial number of the order against the title supplied.

12. The institute shall not make any advance or part/installment payment to the vendors(s)/suppliers(s)/distributor(s) for the orders made by the institute. The payments shall be released by the institute against the bill (s) received from the vendors(s)/suppliers(s)/distributor(s) after having received the books in brand new and good state with satisfaction of the institute within a reasonable time i.e. 60 days.

13. All books supplied to the library should be as per the required bibliographic details. Any similar book/not as per the order/ defective/ damaged/specimen-copy etc. book will not be received at the library. The vendors(s)/suppliers(s)/distributor(s) has to take back such book/s from the library at their own cost within a period of 30 days from date of supply else such books will be treated as gifted/donated books from the vendors(s)/suppliers(s)/distributor(s) to the library.

14. All disputes and differences arising out or concerning the work are subject to the jurisdiction of Guwahati court only.

Note: The EOI will be opened on **20/12/2018 at 02:30 PM.** in the Conference Room, IIT Guwahati.

DECLARATION FOR SUBMISSION OF EOI

From: [The name & address of the Vendor(s)/distributor(s)/supplier(s)]

To
The Director
Indian Institute of Information Technology Guwahati
Bongora, Guwahati -781015

Sub: Submission of expression of interest (EOI) for supplying books to IIIT Guwahati.

Sir,

Having examined the details given in Notice/Advertisement and EOI document for the above work, I/We hereby submit the expression of interest (EOI) and other relevant information.

- i. I/We hereby certify that all the statements made and information supplied and accompanying statements are true and correct.
- ii. I/We have carefully read and understood all the eligibility criteria, general terms and conditions of the EOI document and hereby convey our acceptance for the same. I/We shall accept the final decision of short-listing of Vendor(s)/ supplier(s) /distributor(s) and will abide by the rules & regulations of the Institute in regard to the registration/empanelment process of the Vendor(s)/ supplier(s) /distributor(s).
- iii. I/We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply. The information/ documents furnished herewith are true and authentic to the best of my / our knowledge and belief.
- iv. I/We also authorise the authority to approach individuals, employers, firms and corporation to verify our competence and general reputation.
- v. I am/ we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the applicant(s) with full address, date and office seal)

Annexure:

1. FormA

FORM – 'A' (For Submission of EOI)

- 1) Name & Address of the applicant with Telephone No. / Fax No. / E mail.
- 2) a) Year of Establishment
b) Year of commencement of business
- 3) Legal status of the applicant (attach copies of original document defining the legal status)
 - a) A proprietary firm
 - b) A firm in partnership
 - c) Any other
- 4) Particulars of registration with Book Seller's Federation or association (National/State)/ Government bodies and organizations(attach attested photo- copies)

Organization / Place of registration

Registration No.

- i)
- ii)
- iii)

- 5) Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any institution at any time? If so, give details.
- 6) Has the applicant or any constituent partner ever been convicted by a court of law? If so, give details.
- 7) Details of GST registration & Income tax return, PAN details etc.
- 8) Rate of discount offer for:

Indian Edition Books:
Foreign Edition Books:

Date:

Signature with seal