

Empanelment of Firms for Supply of Print Books to Institute Library

Applications are invited from reputed Firms (Booksellers/Distributors/Vendors/Suppliers) to seek empanelment as authorized firms for supply of books to Central Library for two years and extendable for maximum one more year on sole discretion of the institute. Prescribed application form along with the copy of terms and conditions may be downloaded from the Institute's website: <https://www.iitp.ac.in/index.php/en-us/services-amenities/stores-and-purchase/tenders>.

Interested firms (booksellers/ vendors/ suppliers/ distributors) may respond in the prescribed format given in this document, along with one copy each of the requisite documents through any of the mode viz. Speed Post/Registered Post/Courier. The Envelope should be marked with "Application for Empanelment of Firms for Supply of Printed Books". The duly filled application form along with necessary documents and fees may be submitted on or before **15.12.2021 by 12.00 noon** to:

The bid documents will be opened on **15.12.2021 at 12:30 PM** by the committee members.

**Registrar
Indian Institute of Technology Patna
Bihta, Patna
Pin — 801106, Bihar (India)**

Registrar

Dated: 16.12.2021

H/O
Mareem
Ans.

ELIGIBILITY CRITERIA FOR EMPANELMENT and INSTRUCTIONS:

IIT Patna invites applications from reputed Firms (Bookseller/ Distributors/ Vendors/Supplier) to seek empanelment as authorized firm for supply of print books to our Central Library for two years and extendable for maximum one more year. The eligibility criteria for empanelment is as mentioned below:

- The firm should be a registered member of national/ state trade federations like FPBAI, DSBPA etc. Copy of Registration certificate must be enclosed with the proposal.
- The firm should submit Permanent Account No (PAN) issued by the Income Tax Department.
- The firm must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- The firm should have satisfactorily supplied books to any ten (10) Government Universities-Central/State or Institutes of national repute of Central Government in current or last two financial years (satisfactory supply certificates along with relevant order copies should be attached).
- The firm should have a minimum average annual turnover of ₹300.00 Lakhs in the last three (3) consecutive financial years (C.A. Certificate should be attached).
- The firm should have to enclose a single highest value order for supply of print books to any Central/State Government University or Institute of national repute of Central Government along with Satisfactory Supply Certificate for particular order in last two financial years or current financial year (Order copy and satisfactory supply certificate should be attached).
- The firm should enclose ITRs for last 3 Assessment years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
- The firm should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- The firm is required to submit a DD of **₹2,000.00 (non-refundable) + GST 18%** (Total amount of **₹2360.00 Two Thousand Three Hundred Sixty Only**) as tender fees in the Favor of **“Registrar, Indian Institute of Technology Patna”**.
- The firm should be ISO Certified (Enclose Certificate).

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- The minimum discount rate applicable shall be 25% for all types of books except Govt./NGO/ Institution /Society books which will be supplied at the rate of 5% discount.
- In case of foreign publication, Reserve Bank of India (RBI) conversion rate will be applicable on the date of billing.
- The firm should not be ever been debarred / blacklisted for doing business from any Government Organization. Please furnish an affidavit raised on non - judicial stamp paper of ₹100.00 (Rupees Hundred only).
- The Institute is not bound to accept all the qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the Institute on its selection criteria. Decision of the Director of the Institute on any dispute related to selection of vendor for supply of books shall be final and binding.



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(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To
The Registrar
Indian Institute of Technology Patna
Bihta, Patna,
Pin – 801 106, Bihar

Sir,

In response to your advertisement for registration and empanelment of firms for supply of books to your Institute, please find my /our duly filled application form along with application fee and security deposit and relevant documents.

1. Name of the Firm: _____
2. Address: _____
3. Contact No: _____ Fax: _____
4. Website (if any): _____ Mobile No. of contact person(s): _____
5. E-mail address: _____ @ _____
6. Date of Establishment of Firm: _____
7. Name of the Proprietor/Director: _____
8. Name of Partner (if any): _____
9. Registration No. of FPBAI/DSBPA etc.: _____
(Please enclose a copy of the Registration Certificate.)
10. Permanent Account No.: _____
(Attach Copy of PAN No.)
11. Do you have direct import license: _____
(If yes; please attach a copy of the same)
12. Do you have satisfactorily supplied books to any 3 Government Universities-Central/State or Institutes of national repute of Central Government in current or last 2 financial years?
If yes, the copies of the purchase orders and satisfactory performance certificates should be attached.
 - a)
 - b)
 - c)
13. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):
 - (a) 2020-21 : _____
 - (b) 2019-20 : _____
 - (c) 2018-19 : _____
 - Total : _____
 - Average : _____
14. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant
15. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University or Institute of national repute of Central

Handwritten initials

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Government in last 2 financial years or current financial year should be attached. Please mention the value of the single highest value order

16. Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.
17. Details of a DD of ₹2,000.00 + 18% GST (Total amount of ₹2,360.00 two Thousand Three Hundred Sixty Only) as tender fees of empanelment (non-refundable) drawn from any nationalized bank favoring "Registrar, Indian Institute of Technology Patna" payable at "Patna".

Demand Draft Details

- a) Demand Draft No _____
b) Date _____
c) For Rs _____
d) Drawn on _____

18. Have your firm ever been debarred / blacklisted for doing business from any government organization? If No, please furnish an affidavit raised on non-judicial stamp paper of ₹100.00 (Rupees One Hundred only).
19. Does your firm/company possess an ISO Certificate? Please attach a copy of the Certificate.

DECLARATION

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

Signature of Partners/Proprietors with seal

Date:

Place:

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Additional Terms and Conditions

1. Please go through the Eligibility Criteria for Empanelment for supply of print books to the Central Library, Indian Institute of Technology Patna before filling the application form.
2. Interested book firm (suppliers/distributors/vendors/bookseller) should submit application in envelope super-scribing "Application for Empanelment of Firms for supply of Print Books to the Central Library".
3. Application will be addressed to "Registrar, Indian Institute of Technology Patna, Bihta, Patna, Pin – 801 106, Bihar".
4. The sealed cover should reach to the Institute by any mode i.e. Speed Post or Registered Post or Courier or by Hand latest by **15.12.2021 (12.00 noon)**. The bid documents will be opened on **15.12.2021 at 12:30 PM** by the committee members.
5. The application should be signed by authorized person on every page with official seal of the agency/firm.
6. Incomplete application forms, application forms not filled properly or received after the due date and time will not be entertained. The decision of the Institute in this regard shall be final and binding upon the suppliers.
7. At any point of time if any of the documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and or forfeiture of security deposit.
8. Firms must inform regarding availability of books & acknowledge the order with acceptance within seven days form the date of issue of purchase order.
9. Price proof of the books will be based on publisher's price rate. Third party pricing is not acceptable.



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