



भारतीय सूचना प्रौद्योगिकी, अभिकल्पन एवं विनिर्माण संस्थान जबलपुर  
Indian Institute of Information Technology, Design and Manufacturing Jabalpur

पी.डी.पी.एम.

PDPM

Dumna Airport Road, P.O.: Khamaria, Jabalpur - 482 005, Madhya Pradesh, India

Tel: +91-761-2794123, E-Mail: [library@iiitdmj.ac.in](mailto:library@iiitdmj.ac.in)

## LIBRARY

Date: 02-11-2015

**Dear Book Suppliers/Distributors/Publishers,**

### Empanelment of Book Suppliers/Distributors/Publishers

PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur is an autonomous Institute established by MHRD, Government of India. Institute is interested to have empanelment of book supplier/distributor/publishers for supply the books to the Institute library.

The empanelment will be initial for one year and further extendable on satisfactory and timely services of the book supplier/distributors/publisher.

Interested book supplier/distributor/publisher may submit the application with all supporting documents to **THE LIBRARY PDPM-INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING, JABALPUR** Dumna Airport Road, P O: Khamaria, Jabalpur – 482005 (M.P.)

The schedules of submission of application form along with all supporting documents are given below:

Date of Publication: 02-11-2015

Last date for submission: 03-12-2015 upto 3:30 PM

Date and Time of opening of Application: 03-12-2015 at 4:30 PM

### Detailed Terms & Conditions

1. All Suppliers/Distributors/Publishers are required to submit an undertaking in the enclosed format (Attached as Annexure I), duly signed by authorized signatory his/her name and status, clearly indicated below the signature along with the official seal of the firm.
2. All Suppliers/Distributors/Publishers should submit application form (Attached as Annexure II) and undertaking in sealed envelopes super scribing – Application for Empanelment for supply of the books. The Institute would process further formalities with

those Suppliers/Distributors/Publishers who will submit the signed undertaking. It is further requested to send a separate sealed letter, stating the percentage of flat discount is going to offer to the Institute for all category of books of Indian edition, foreign edition, society, Institutional publication etc. on a continuous basis. If you quote publisher wise or categories wise, it will be disqualified for further processing. In absence of this statement, in required format, the documents submitted by the Suppliers/Distributors /Publishers will not be considered for further processing.

3. Qualified Suppliers/Distributors/Publishers would be required to sign agreement on terms and conditions with the Institute on judicial stamp papers of Rs 100.00.(Rupees One Hundred Only)
4. Incomplete or wrong information will disqualify the Supplier/Distributors/Publishers.
5. The received undertaking (s) after the due date and time will not be considered.

**Sd/-**

**Convener, LCS**

**PDPM-IIITDM**

**Jabalpur (M.P.)**

**Encl.:** Undertaking (Annexure I)

Application Form (Annexure II)



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## LIBRARY

### ANNEXURE I

## Undertaking for the Supply of Books to PDPM Indian Institute of Information Technology, Design and Manufacturing, Jabalpur

To,  
The Director  
PDPM-IIITDM, Jabalpur  
Dumna Airport Road  
P.O.: Khamaria, Jabalpur - 482005  
Madhya Pradesh, India

I/We hereby under-take the following:

#### Books:

1. That against a given order, only the latest edition of the title will be supplied.
2. That against each title, it will be certified that the books supplied are genuine and their pirated versions have not been supplied.
3. That unless otherwise specified in the order, only the Indian Edition/Low Price Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied.
4. That unless otherwise specified in the order, only the Paperback Edition of the book, if existing and corresponds to the latest edition of the book, will be supplied in place of the Hard Cover edition.
5. If the ordered book is accompanying CD/online version/other material free of cost same would be supplied with the book. If it involves additional charges, the supplier will inform to the Institute well in advance.

**Pricing /Invoicing:**

1. That the supplier shall certify that the prices quoted in the Invoice(s) are the latest publisher's prices. In support of the certificate, the supplier shall also be required to enclose the price proof along with the invoice for each supplied title (Foreign edition and Indian edition: publisher's invoice or catalogue.).
2. The supplier shall supply all kind of books on the discounted rates as per the agreement/undertaking clearly showing the actual prices and discount in the invoices to the Institute.
3. That in case of book(s) with prices in foreign currency, approval will be taken from the Competent Authority of the Institute on the current Bank Exchange Rates (BER) and payment to the supplier will be made based on the Bank Exchange Rates (BER) for the date of invoice.
4. That conversion rate of a Foreign Currency in the Indian Currency will be obtained either through (a) website of the Reserve Bank of India or (b) Economic Times edition of the day in concern or (c) any National Bank where the supplier maintains his/her account and on which the bill has been raised.
5. Invoice should be raised in favour of Registrar, PDPM-IIITDM Jabalpur.
6. Pre-receipted invoices are to be submitted in triplicate (3 copies).
7. A revenue stamp should be affixed on the original invoice and should be signed by authorized signatory.
8. The prices in the invoice should be indicated in original currencies, Indian Rupees with the currency conversion rate.

**Delivery:****A. Enquiry on availability of books –**

- I. The library will place an enquiry with all the empanelled suppliers for the required titles and number of copies of each thereof by e-mail.
- II. As per the provided list of titles, the empanelled suppliers have to respond within two days only by email with the following details.
  - Number of copies available.
  - Unit Price (in original currency).

- Delivery period.
- Validity of the quoted price.
- Validity of availability of book.
- Accompanying material if any.

B. Purchase order-

- I. Supply of books has to be made strictly as per the purchase order.
- II. Send the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, preferably by email.
- III. That Indian edition of the book(s) shall be supplied within 21days from the date of receipt of the order. Foreign editions of the book(s) shall be supplied within 45 days from the date of receipt of the order.

C. Penalty and cancellation-

- I. In case of delay in supply, beyond 21 days or 45 days as the case may be penalty @ 1% of the total value accepted by him upto one week, 2% upto two week and so on will be imposed. If the delay is more than three weeks, the order/title shall stand cancelled. After cancellations of consecutive three complete purchase orders, the supplier may be excluded from empanelment. In that case Institute library may place the order to another supplier.
- II. If the order/title is OFP (Out of Print) or POD (Print on Demand), the sufficient valid supporting documentary proof should accompany the communication, seeking any extra time for supply, it will informed at the time of enquiry.
- III. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/ distributor/stockiest should be furnished within the due date of supply.
- IV. In very specific cases of delay in supplying of book(s) within the stipulated periods, and the delay is justified due to valid reasons with adequate proof e.g communications from publisher distributor or stockiest. The supplier will be responsible for seeking the permission from the Librarian/Person-in-charge

D. Supply-

- I. Supplier will send the scanned copy of bill and courier dispatch number with date through email or fax.
- II. Consignee and mode of dispatch should be sent to the library by speed post, parcel /registered parcel/courier/by hand. The charges will be borne by the supplier. Book sent by any other mode will not be accepted.
- III. Every supply should be accompanied by a delivery challan, clearly bearing the details of the book in the supply, their quantity and price.
- IV. F.O.R. PDPM-IIITDM Jabalpur.

E. Return of Damage Books-

If any supplied book does not conform with the specifications or if the book is not in good condition, the supplier will be asked to take back the book at his/her own cost and replace the same within 15 days, failing which Institute will not be responsible for payment of damaged book. If supplier does not take back the damaged book within a period of 30 days, his/her claim on the book will not be entertained by the Institute in any case. In order to take the payment of remaining supplied books, supplier has to furnish a fresh bill of the accepted title/copy.

F. Discount-

- I. Appropriate discount should be given for all categories of books of Indian Edition, Foreign Edition, Society, Institutional Publication, etc.
- II. Offered of discount may be negotiated by the authorized committee with any of suppliers/distributors/publishers.
- III. Based on maximum offered discount and further negotiation suppliers/distributors/publishers will be empanelled

G. Blacklist / Termination of Empanelment-

Empanelment suppliers may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

- I. If the empanelled supplier to whom the enquiry/order has been replaced fails to reply/supply the entire enquiry/order or any part of the enquiry/order within the stipulated time, without sending any written communication to the intimate library regarding the same, then the empanelled supplier will be blacklisted for next three year.
- II. In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the supplier.
- III. If at any time, it is found that the information provided by the supplier in any form about publications, services and related matters is incorrect and result in losses in any form to the Institute.

**Billing and Payment:**

1. That supplier shall mention his/her M.P.S.T./C.S.T./VAT/TAN/PAN number on the invoice.
2. That Tax will be applicable as per the rules.
3. That Payment may be made within 45-60 days from the delivery of all titles against an order.

**Security Deposit:**

1. Qualified Suppliers/Distributors/Publishers shall submit a security deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only) via demand draft, in favour of Registrar, PDPM-IIITDM Jabalpur payable at Jabalpur within five (05) days of confirmation of supplier empanelment.
2. The above security deposit will be refunded to the suppliers without interest only on successful completion of the duration of empanelment i.e., one year from the date of commencement of empanelment. Any default on the part of the supplier will lead to forfeiture of security to PDPM-IIITDM Jabalpur and the supplier will have no claim on it.

**Other Terms and Conditions:**

1. Supplier will mention company address/email id and send intimation in case of any change.
2. Supplier/distributor/publisher will abide all the statutory terms and condition of the Government of India framed time to time released to empanelment of book supply, purchase book etc.

3. For any dispute arbitration the legal jurisdiction will be that of the judicial court of Jabalpur.
4. The Competent Authority of PDPM-IIITDM Jabalpur reserve the right to approve or reject any or all of the applications of Suppliers/Distributors/Publishers, whose decision will be final in all the cases and binding on both parties.

I/We am/are ready to supply the books on terms & conditions given above. Kindly include me/us in your panel for the same.

**Name of Firm:**

**Communication Address:**

Date:

(Signature of the Applicant/Supplier)

Place:

**Name:**



**ANNEXURE II**

**APPLICATION FORM FOR EMPANELMENT OF BOOK SUPPLIER/DISTRIBUTOR/  
/PUBLISHER FOR SUPPLY OF BOOKS TO PDPM-IIITDM JABALPUR CENTRAL  
LIBRARY\* (PLEASE READ THE "TERMS AND CONDITIONS OR UNDERTAKING"  
CAREFULLY BEFORE FILLING THE FORM)**

*(Strike off whichever is not applicable)*

1. Name of Firm:

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2. Address of Head Office & Branches, if any:

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a. Telephone No. \_\_\_\_\_

b. Fax No. \_\_\_\_\_

c. Email ID \_\_\_\_\_

d. Website \_\_\_\_\_

3. Nature of Firm Proprietship:

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a. Name and address of Directors / Managing Directors / Proprietor:

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b. If partnership, name and address of partners:

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4. Please tick mark and provide documentary proof of your membership for last 10 Year in any of the following associations:
- Good Offices Committee (GOC)
  - Federation of Publishers' and Booksellers' Association of India (FPBAI)
  - Any other State / National Association(s) of books suppliers
5. Are you a distributor / dealer / stockiest / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship / dealership / stockiest / exclusive or preferred agent(s) and mention the validity of the same.
6. Please attach a copy of Income Tax returns certificate of last three consecutive financial years and also a copy of PAN card of the partners / owners.
7. Please provide details of your firm's Sales Tax Registration No./VAT registration no. and also attach copies of the certificate.
8. Minimum 10 (Ten) references of the Libraries of reputed Central/State/Government funded Institutes /Organizations with whom you are already registered such as institutes of national importance, government established research laboratories (e.g. IITs, IISc., IIITs, NITs, IIMs, CSIR Labs, ICMR etc.), etc. are to be given.
9. Please provide details of the annual turnover of the firm for the last three consecutive financial years (minimum Rs. 30 Lakhs PA) with documentary evidence certify by Charter/ Chartered Accountant (format mention below). The turn over exclusively for the business related to books.

Sl. No.	Financial Year	Amount (Rs.)	Remark
1.	2013-14		
2.	2012-13		
3.	2011-12		

10. Please provide an affidavit on a non-judicial stamp paper minimum of Rs. 100.00, (Rupees One Hundred Only) for not having been black-listed for last minimum three (03) years by any of the Institutes or Universities or Government organizations.

## DECLARATION

1. I / We \_\_\_\_\_  
(Names of proprietor(s) / partners or shareholders) do hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I / We also hereby declare that all matters related to PDPM-IIITDM JABALPUR shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Institute.
3. Mr. \_\_\_\_\_  
Whose signatures are appearing below, is an authorized representative(s) of this firm.
4. 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.
5. I / We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
6. I / We have read and understood all the “**Terms and Conditions or Undertaking**” of PDPM-IIITDM Jabalpur as mentioned in this document and consciously agree to abide by them.

**Signature of Authorized representative of the firm:**

\_\_\_\_\_

Date (with Firm’s Seal): \_\_\_\_\_

Place: \_\_\_\_\_