

**E-TENDER NOTICE EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO IIAS LIBRARY, INDIAN INSTITUTE OF ADVANCED STUDY, SHIMLA**

Indian Institute of Advanced Study, Shimla is an autonomous body of Ministry of Human Resource Development, Government of India invites E-Tenders through electronic tendering system under two-bid system (<http://eprocure.gov.in/eprocure/app>) from reputed registered book suppliers / Vendors having valid registration with National/State federations; or any other recognized National/State body with at least seven (7) years' experience of supplying the books with minimum twenty (15) references from reputed libraries such as- ICSSR Institute/Nehru Memorial Museum & Library/NASSDOC/Sanskrit Universities /Archival Library/ Central Universities& State Universities/Research Institutes in the field of Humanities and Social Sciences and have minimum 02 Crores turnover in preceding three financial years ( 2015-16, 2016-17, 2017-18) . This empanelment will be valid initially for three years and it may be extended; subject to satisfactory performance of the vendor.

**Key Events/Dates**

Sl. No.	Details of the event	Date & Time
1.	Publishing of Tender through e-procurement site.	09.07.2019 at 05.00 PM
2.	Last Date of submission of Technical Bid & Financial Bid along with the scanned relevant documents on e-procurement site and offline tender fee as well as Earnest Money in the form of DD (original) to be submitted to the Institute	08.08.2019 at 05.00 PM
3.	Opening of Technical Bids	12.08.2019 at 10.00 AM
4.	Opening of Financial Bids	13-08-2019 at 10.00 AM

*\*The Tender Document and other terms and conditions are available at <http://eprocure.gov.in/eprocure/app> 7 can also be downloaded from IIAS web site – [http:// www.iiac.ac.in](http://www.iiac.ac.in)*

*\*The Final qualified bidders will be based on financial +technical bid. The Institute shall empanel top twenty five vendors who gets maximum score in bidding process (Technical+ Financial Bid) . The rate of discount of supply of various items will be fixed based on the average rate quoted by 25 top successful bidders.*

1.	<b>Cost of Tender Document</b>	Rs.1,000/- (Rs. One thousand only) – Non-refundable to be paid in the form of Demand Draft (DD) drawn in favour of the Secretary, IIAS, Shimla, the DD to be submitted along with the Tender Document.
2.	<b>Earnest Money Deposit</b>	Rs.15,000/- (Rs. Fifteen thousand only)
3.	<b>Contract Period</b>	Initially for three years. The contract may be extended for another span of two years on the basis of performance.
4.	<b>Contact Person (for any clarification)</b>	The Secretary, IIAS, Shimla 0177-2831379 (0) <a href="mailto:secretary@iiac.ac.in">secretary@iiac.ac.in</a>

**General Terms & Conditions to the Bidder**

**1. ELIGIBILITY CRITERIA OF THE BIDDER**

**The following are compulsory conditions that have to be satisfied failing which the offer will not be considered. Papers will have to be supplied with the tender in proof thereof along with the bid.**

- I. **Turnover:** The turnover for the last three years ((2015-16, 2016-17, 2017-18) should be at least **Rs. Two Crores** annually.
- II. **Permanent Account Number (PAN) and GST Number:**The Bidder should have a Permanent Account Number (PAN) and GST Number.
- III. **Number of years in operation:** The bidders(Vendor) should have been in operation / or in the trade for at least Seven (7) years.
- IV. **References:** The bidder should have minimum twenty(15) references of satisfactory work from major &reputed libraries with whom bidders is already registered. These reference should be from major libraries such as - ICSSR Institutes/ Nehru Memorial Museum & Library/NASSDOC/Sanskrit Universities /Archival Library/ Central and state universities/ Research Institutes etc.)The reference letter should be issued by the Librarian of respective institute which should be duly signed and stamped by the issuing authority.
- V. **Cost of tender document:** The bidders have to pay Rs 1000/- /- (Rs. One thousand only) – Non-refundable to be paid in the form of Demand Draft (DD) drawn in favour of the Secretary, IIAS, Shimla, the DD to be submitted along with the Tender Document
- VI. **Earnest money** The bidders should deposit Ernest money in the form of Demand Draft (DD) for Rs.15,000/- (Rupees fifteen thousand only) from any Nationalized/Scheduled Bank drawn in favour of the Secretary, Indian Institute of Advanced Study, RashtrapatiNivas, Shimla- 171005 (Himachal Pradesh).
- VII. **ITR return:** The bidders should submit the ITR return of last three years. 2015-16 , 2016-17 & 2017-18.
- VIII. Bidder /Vendor should have his own office premises (Documents proof). Please attach the copies of any two of the following:
  - i. Property Tax Bill of last year / Electricity Bills of last one year / Telephone Bills of last one year / VAT Registration / CST Registration / Valid Lease Agreement..
- IX. **Distributor/Dealer/Stockiest/Exclusive /Preferred Agent** – Proof required: the bidder/ Vendor to submit the authority letters issued by the Publishers along with the details of Distributor/Dealer/Stockiest/Exclusive /Preferred Agents for at least from :
  - i. Ten (10) reputedpublishers -such as: Routledge, Primus, Sage, Orient Blackswain, Springer, DK , Aryan, Bloomsbury , OUP, CUP etc

- X. The bidder /vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)/ other state Booksellers' and Publishers' Association / other registered federations
- XI. The firm should not be blacklisted by Central Government/State Government/PSU/any other libraries/ Institutes. An affidavit to this effect on a non judicial stamp paper of Rs.10/- shall be given by the firm along with the Tender Fee & EMD (in original).
- XII. No bidder shall try to influence concerned officers of the IIAS dealing (by telephone/in person) with tender on any matter relating to its bid, at any point of time.
- XIII. The decision of the Director of IIAS Shimla will be final in all respect and will be acceptable to all the tenderers.

## 2. GENERAL TERMS AND CONDITION

- i. The Bidder securing highest marks in both **Technical + Financial** will be selected for supply of books to IIAS. The IIAS shall select top 25 vendors for empanelment from highest scoring mark in both (Technical + Financial bid.)
- ii. **Evaluation of the Bids:** After the closing time of submission, The IIAS /Committee will verify the submission of Bid Processing Fees & EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out of the responsive bids. The technical bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next. The IIAS will seek clarifications, (email/ telephone) if required on documents submitted by bidder.
- iii. *The schedule of rate of discount for supply of various types of documents to the library by successful bidders will be determined/fixed by the institute. It shall be based on the average of overall rate offered by the top twenty-five successful bidders in technical and financial bid.*
- iv. The average rate of discount of supply of library material shall not be less than the mandatory "Schedule of rate of discount" given at clause 7 of tender document.
- v. The institute reserves the right to increase and decrease the number of bidders to be empaneled based on the response received from the bidders.
- vi. The Institute shall fix the rate of discount of supply of books based on the quotes received from qualified bidders. An average rate of discount shall be calculated from the quote received from top twenty five successful bidders.
- vii. The IIAS reserves the right to accept any bid and to reject any or all bids and also cancel this tender or modify the requirement without assigning any reasons. IIAS will not be under obligation to give clarifications.
- viii. The IIAS also reserves the right to relax any of the terms & conditions of the tender.
- ix. The IIAS without assigning any further reason can reject any tender(s), in which any prescribed condition(s) is/are found incomplete in any respect.
- x. The bidder shall indemnify IIAS against any suit litigation arising due to any violation of legal provisions.

- xi. At any time prior to the deadline for submission of bids, IAS may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.
- xii. The corrigendum will be published on website <http://eprocure.gov.in/eprocure/app& ias.ac.in>
- xiii. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids, IAS, at its discretion, may extend the deadline for the submission of bids.

## **2.1 EARNEST MONEY DEPOSIT**

- I. Earnest money (valid for 90 days beyond the final bid validity period) should be in the form of Demand Draft (DD) for Rs.15,000/- (Rupees fifteen thousand only) from any Nationalized/Scheduled Bank drawn in favour of the Secretary, Indian Institute of Advanced Study, RashtrapatiNivas, Shimla-171005 (Himachal Pradesh).
- II. If the earnest money (in original) not received on or before the last date of submission of tender document online, the bid will be rejected summarily and no further correspondence shall be entertained on this account.
- III. After depositing of Security deposit, the EMD of the successful vendor will be refunded within 15 days after award of contract. No interest shall be paid on the EMD.
- IV. The EMD (without interest) of unsuccessful bidders will be refunded within 30 days of award of contract.
- V. The EMD will be forfeited, if the vendor withdraws his offer or any clause of his offer/tender, if such withdrawal adversely affects the interest of IAS.
- VI. The EMD of the successful vendor shall also be forfeited, if the vendor fails to deposit the Security deposit when required to do so within specified period.

## **2.2. Security Deposit:**

- i. The successful bidder (Publisher/ Distributor/ Agent ) would be required to furnish a Security Deposit of Rs. 25,000/- in the form of Demand Draft from any Scheduled Bank in favour of “**Secretary, Indian Institute of Advanced Study, Shimla** ” payable at Shimla.
- ii. In case of non-receipt of Bid processing fees & EMD as mentioned above, the bid will be rejected by IAS as non-responsive
- iii. If the successful bidder fails to submit the undertaking/ sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. The IAS also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists.

## **2.3. SPECIAL INSTRUCTIONS TO THE BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH THIS EPROCUREMENT PORTAL**

- i. Bidder should arrange for the EMD and tender fee as specified in the tender. The original of EMD and tender fee should be posted/couriered/given in person to the IAS, Shimla, within the bid submission

date and time for the tender.

- ii. The IAS will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- iii. **The bidder may submit the bid documents online mode only, through this CPP portal. Those who submit online bids, only there offline documents will be considered as valid.**

**2.4 VALIDITY OF BID:** Bid submitted by Bidder shall remain valid for acceptance for a period of 30 (thirty days) days from the date of opening of the BID. Bidders shall not be entitled during the said 30 days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to the IAS Shimla

**3. OFFLINE SUBMISSION OF ORIGINAL DOCUMENTS UPLOADED ON THE CPP PORTAL AT THE OFFICE OF THE SECRETARY, IAS, SHIMLA:**

- i. **It is mandatory to all the Bidder to submit all the original documents (Form P-1 to P-6) submitted on CPP portal by post, including the related documents as mentioned/uploaded with Technical Bid (Cover-1) to the Secretary, IAS, Shimla – 171 005 in sealed envelope on or before the last date of submission of bid on the CPP portal.**
- ii. The envelope must contain the name, address and contract details of bidders or persons submitting the Bid and must signed and sealed by the bidder with his/her signatures on every page of the Bid.
- iii. No erasing and overwriting are allowed.
- iv. Financial Bid document need not be sent offline. (Cover-2)

**4. MODE OF SUBMISSION OF TENDER**

- i. The bidders have to submit online bids through e-procurement portal <http://eprocure.gov.in/eprocure/app>.viz. Technical bid (Cover-1) & Financial bid (Cover-2). Those who submit offline only, will not be considered. No manual bid will be accepted by the Institute.

**5 OPENING OF THE TENDER**

**5.1 TECHNICAL BID (COVER-1)**

- i. Technical bid submitted online will be opened in the Office of the Secretary, IAS Shimla in the presence of others members of the Tender Opening Committee of the Institute. Technical bid will be opened online first to verify its contents as per requirements with evaluation matrix P-6. If various documents contained do not meet the requirements of the IAS Shimla the vendor's financial bid will not be considered for further action.
- ii. **The Technical BID shall have 50% weightage out of 100 marks. The Bidder securing 75% of total marks assigned to Technical BID (i.e. 37.5/50) shall be declared qualified in the technical evaluation.**

- iii. IAS may at its discretion ask for clarification on any of the documents submitted by the bidder as proof of eligibility.
- iv. If the bidder does not provide clarifications sought by the date and time set in IAS's request for clarification, the bidder's bid may be rejected.
- v. **The technical bid (Cover-1) must be accompanied with the following documents:- *Please upload the following documents in technical Bid:***
  - I. Scanned copy of Tender Fee amount against payment of Tender Document downloaded from the CPP portal. As per P-1 (if exempted attach proof)
  - II. Scanned copy of DD Certificate on account of Earnest Money Deposit (EMD) of Rs. 15000/- as per P-1 (If exempted attach proof)
  - III. BID Form P-2 along with the Bidding document duly signed and stamped on all pages by the authorized signatory thereby accepting all terms and conditions.
  - IV. Bidder's General Information P-3 along with the documentary proof.
  - V. Bidder's Eligibility Criteria P-4 along with the documentary proof.
  - VI. No Deviation Confirmation as per P-5.
  - VII. The turnover for the last three years (six crores) should be at least Rs. two Crore annually.
  - VIII. Documents related to Trade License and ITR, PAN, GST Registration etc.
  - IX. Financial statement for last 3 FY (2015-2016, 2016-2017 and 2017-2018). A statement from Chartered Accountant.
  - X. **Evaluation matrix as per the details given at P-6 of tender document (Sr. No. A to H) is to be duly filled along with documentary proof**
- 6. **FINANCIAL BID (Cover-2):**
  - i. The **Financial BID** shall have 50 marks. The bidders have to offer rate of discount for supply of various type of documents. The Bidder who gets highest marks will be considered for supply of books on the discounted rate. Please see the Evaluation Matrix **P.7 (Sr. No. J duly filled as per P-7.)**
  - ii. The top 25 bidders who score highest marks in both technical + financial bids will be considered for the empanelment of vendorship
  - iii. Financial bid of only those Vendor who qualified in the technical bid (Cover-1), will be opened on the date and time declared in tender notice. If the financial bid i.e. BOQ could not be opened due to "*Document Decryption Failed*" reason and if minimum 10 financial bids i.e. BOQ opened successfully then the tender will succeed for further action. The failed bid/bids shall be considered to be rejected.
  - iv. IAS Shimla is not responsible for any postal delay or delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or in submission of e-bid. It is the responsibility of the Bidder to make sure that the required documents/ e-bid shall be submitted in time.

- v. Books on quotes or discount offered by the bidders. The Institute shall derive the average rate of discount for the supply of books. The average of rate discount shall be informed to all the successful bidders

## 7 Schedule of Rate of Discount:

The minimum discount rate for supply of various types of documents is given below. The interested bidders are required to quote minimum / mandatory rate of discount as [per following table :

SI No	Items	Minimum/ Mandatory rate of discount
(i)	English & other foreign language/medium Books (Foreign/Indian)	20%
(ii)	Hindi & other regional language/medium Books	25%
(iii)	Reference Sources (Encyclopaedia, Hand Book, Almanac, Dictionary, Maps, Atlas, Concordance)	25 %
(iv)	Multi-volume sets of Indian and Foreign English Medium Books	25%
(v)	Remainder Books / Foreign English Medium Books Published more than six years ago	30%

## 8. SIGNING OF CONTRACT/UNDERTAKING

- The successful Bidder has to sign contract agreement / undertaking- incorporating all agreements between the parties on non-judicial stamp.

## 9. DISPUTES AND APPLICABLE LAW

- Venue of arbitration shall be Shimla. Arbitrator shall be appointed by the Secretary, IAS, Shimla.
- The vendor shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- All disputes in this connection shall be settled in Shimla jurisdiction only.

## 10. TENDER ACCEPTANCE & REJECTION

- Director, IAS, reserves the right to reject any part or whole of the Tender without assigning any reason whatsoever.
- Letter of Intent** will be issued to the successful vendor after approval of the tender. **The Confirmation letter** will only be issued after the vendor submits the Security deposit in the form of Demand Draft and agreement within stipulated period.

## 11. TERMINATION OF EMPANELMENT:

- The Institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/ supplier(s) without any prior notice, and also reserves the right to claim the amount of loss incurred by the Institute ,based on the available invoices submitted by that empanelled vendor(s)/supplier(s), in case of any of the following:
- In case of break of any terms of agreement

- iii. Unsatisfactory inefficient working on the part of the vendor
- iv. if at any time, it is found that the information provided by the empaneled vendor in any form about publications, services and related matters is incorrect.
- v. If the vendor fails to deliver 75% of the supply order in more than 2/3 occasions.
- vi. If the vendor provides any wrong and distorted information to the library
- vii. IAS may at any time terminate the order / contract by giving written notice of one month to the vendor, without any compensation if the vendor becomes bankrupt/ no longer in trade or otherwise insolvent.

## **12. PURCHASE ORDERS**

- i. The library will place purchase orders with any of the empaneled vendor(s), using its own discretion and judgment.
- ii. Supply of books has to be made strictly against the purchase orders only.
- iii. Sending an acknowledgment through email of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory
- iv. Any clarification/ query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order
- v. In case of unsatisfactory service and non-compliance of any clause of the contract will be terminated and any liability accruing to IAS in respect of contractual obligation will be recovered from the security deposit.

## **13 Time-frame for supply of books:**

- i. 4 weeks (maximum) for titles available in India
- ii. 8 weeks (maximum) – for Foreign titles (if not available in India)
- iii. In case of urgency and immediately required titles, vendors to procure and supply books from online vendors (Flipkart, Amazon and other online retailers etc). The Library shall place such order to empanelled vendors with clear instruction to procure the books from online book shops. In such cases, the Library shall not claim the discount and pay the actual cost of book(s) purchased from online vendors; including handling charges, if the proof is submitted. Documentary evidence must be submitted in support of such claim.
- iv. 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.
- v. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor /stockiest should be furnished within the due date of supply.
- vi. 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 additional required time to supply the same at least seven (07) working days before the supply due date.
- vii. If the provided reason for delay is justified with adequate proof e.g. communication from publisher /publisher's distributor or stockiest, the librarian may consider extending the supply time as may be deemed fit. However, this should not exceed five (05) weeks from the original supply due date.



- viii. The supply should be free of freight charges.
- ix. If the supply is made through Railway Parcel, in that case the freight must be pre-paid
- x. If the supply is made by post, the books should be sent by registered post/parcel or courier, whose charges will be borne by the supplier. **Books sent via V.P.P. will not be accepted.**
- xi. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price

#### **14. Conditions for cancellations of the released purchase orders**

- i. If the empanelled vendor to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s), the order may stand cancelled and the Institute may place the order with another vendor.
- ii. 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.
- iii. The Institute reserves the right to place the concerned vendor in its black list after providing them an opportunity to represent their side.

#### **15 Edition specifications:**

- (i) Latest editions of books must be supplied, unless specified otherwise.
- (ii) By default, Indian editions of books should be supplied, unless specified otherwise.
- (iii) In case of unavailability of Indian editions, clarification/permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

#### **16. Invoicing procedure and Conversion Rates:**

- i. The Invoice should bear the firm's IT PAN, Name of beneficiary, Bank details, IFSC code.
- ii. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- iii. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- iv. Invoice should be raised in favour of Librarian, Indian Institute of Advanced Study, Shimla.
- v. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied in one invoice.
- vi. The prices in the invoice should be indicated in original currencies, and Indian rupees, with the currency conversion rate.
- vii. **Exchange Rates:** The Publisher/ Distributor shall support the exchange rates as per the GOC norms. However the Institute may anytime decide to change it in to bank rate. The exchange conversion rates by the National Bank/ RBI, applicable on the date of placing order for books.

- viii. Provide latest Publisher's catalogue or latest Publisher's invoice without tampering, as price proof in case of Indian Publications
- ix. The supplier / Vendor should send / attach the original price proof along with the invoice .Any tempering of original price proof will be case of discontinuation of vendorship including for blacklisting

**17 Price:**

- i. The Price charged in the bills shall be the published price as printed on the book and where the price is not printed, it should be according to the price proof submitted.
- ii. Increase of price by rubber stamp or pasting tables or by superimposing or paper or changing page or otherwise, shall not be allowed. Any such action will be treated as irregular and price of the title with such irregularities will be disallowed. It may lead to the blacklisting and cancelation of empanelment
- iii. Photocopies of publishers/ importers/ distributors invoice indicating title, author, price, ISBN, foreign currency, clearly will be accepted as price prof. if the price charged in invoice varies from the original cost of the book, the institute will immediately cancel the vendorship and blacklist the vendor.

**18 Penalty:**

- i. In the event of the Publisher/ Distributor/ fail to supply original books and supply substandard/photocopy version of books; the vendor will immediately be blacklisted.
- ii. If vendor is unable to supply books from confirmed PO's within the stipulated period, 2% penalty will be imposed (Penalty based on book cost).
- iii. The firm/vendor will refund the proportionate cost/value/amount along with 2% penalty for the supply of damage books.
- iv. In case of cheating by charging more than actual Publisher's Price, the Firm can be punished by blacklisting and 10% penalty will be imposed (Penalty based on book cost).

### **Undertaking:**

Selected vendors will have to give an undertaking before they can be formally empaneled, certifying the following:

- I. **We Undertake and agree to the rate of discount decided by the Institute**
- II. We undertake to answer all queries received regarding availability of books, within the stipulated time frame.
- III. We undertake to agree to supply all books for which the query is placed, unless they are Out of Print/Out of Stock. In such cases, we will furnish proof of unavailability of such titles.
- IV. The prices charged by us are the actual, current publisher's prices as billed to us; and are true and correct.
- V. The prices charged by us are as per the publisher's importers/ distributor's! Online book store's (in case the book is purchased online, if not otherwise available) invoices and/ or catalogue.
- VI. The latest editions have been supplied, and they are not remaindered titles.
- VII. The books supplied have been checked against defects in collation, binding, and condition of accompanying material viz., COs etc., and for other physical conditions. If any defects are detected later, the defective books/COs shall be replaced free of cost, at the destination of supply

**Signature**

**Name & Address of vendor**

**DETAILS OF REG. FEE/TENDER DOCUMENT FEE AND EARNEST MONEY DEPOSIT**

(i) Details of the Tender	:	
(ii) Tender document Fee downloaded from the CPP portal		
(iii) Earnest Money Deposit		
(a) Name of the Bank	:	
(b) Demand Draft No. or FDR No.		
(iv) Date of the DD/FDR	:	
(v) Amount		

**Dated:**

Signature of the Bidder or his/her authorized signatory with seal of the Vendor

***Note:*** Scanned signed copies must be uploaded online and original to be sent offline in (Cover-1) Technical Bid by due date as mentioned above.

**BID FORM**

**(On the letter head of the firm submitting the bids documents)**

To

The Secretary  
Indian Institute of Advanced Study  
RashtrapatiNivas  
Shimla171005  
(Himachal Pradesh)

**Subject: Bid for empanelment of vendor for supply of books at the Indian Institute of Advanced Study, Shimla.**

Sir,

Having examined the bidding documents, we, the undersigned, hereby submit the bid for " empanelment of vendor for supply of books at the Indian Institute of Advanced Study, Shimla as per the schedule of requirements and in conformity with the said bidding documents.

- We offer to execute in conformity with the Bidding Document empanelment of vendor for supply of books at IIAS Shimla.
- We hereby submit our offer and upload "Schedule of Rates" for Financial Bid in Cover-2.
- We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
- We enclose herewith Rs.15, 000) as Earnest Money Deposit in form of Demand Draft /FDR No.\_\_\_\_\_ date \_\_\_\_\_ issued by \_\_\_\_\_in favour of the Secretary, IIAS Shimla.
- We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
- We certify that we have carefully read each and every condition and the scope of work given in the Tender Document and having understood the same, we confirm your acceptance in it without any condition or deviation.

Dated:

Details of enclosures:

Signature of Bidder  
Full Address:  
Telephone No.  
Telegraphic Address  
Fax No.  
E-mail:  
Company Seal

**BIDDER'S GENERAL INFORMATION**

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Vendor/ :
2. Number of years in operation :
3. Registered address :
4. Operational Address, if difference from above :
5. Telephone No. (Landline)/Mobile No./Fax No. : :
6. E-mail address : :
7. Name of Proprietor/Designated Partner/Directors of the Firm:
8. Details of ISO Certification, if any

**Signature and Seal of Bidder**

**BIDDER'S ELIGIBILITY CRITERIA**

**\*Bidders to make and upload one Pdf file for all 10 items listed at Sr. No. 1-10**

S. No.	Description	Confirmation (Yes/ No)	Proof attached at Page No.
1.	PAN/TAN/ and GST Registration authorities		
2.	Experience in trade: 07 years of experience in the field of Supplying books to reputed organization /ICSSR Institute/Nehru Museum/NASSDOC/Sanskrit Universities /Archival Library/ Central Universities& state universities /Research Institutes		
3.	Reference letter from twenty ( 15) reputed libraries such as- ICSSR Institutes/Nehru memorial and Museum/NASSDOC/Sanskrit Universities / Archival Library/ Central Universities&state universities /Research Institutes etc.		
4.	<b>Annual turnover of INR 2</b> Crores in preceding three financial years. 2015-16, 2016-17, & 2017-2018)		
5.	Cost of tender document : Rs 1000/- and EMD - Rs 15000/-		
6.	Office premises : Property tax bill/ telephone bill/ CST registration/ VAT registration/ valid lease agreement (Any two document )		
7.	Distributors/ exclusive distributor of ten reputed international reputed publishers.		
8.	Certificate of no criminal case pending / not blacklisted.		
9.	ITR return of last three years: 2015-16, 2016-17, & 2017-2018)		
10.	Membership of federation/ association of book sellers / publishers		

Date:

Signature and Seal of Bidder

*Note: - Enclose copies of the relevant documents.*

**NO DEVIATION CONFIRMATION**

To

The Secretary  
Indian Institute of Advanced Study  
RashtrapatiNivas  
Shimla171005  
(Himachal Pradesh)

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

**(SIGNATURE AND SEAL OF BIDDER)**



**EVALUATION MATRIX FOR AWARD OF VENDOR FOR SUPPLY OF BOOKS AT THE INDIAN INSTITUTE OF  
ADVANCED STUDY, SHIMLA**

Name of the bidder : \_\_\_\_\_

Evaluation matrix: TOTAL 100 Marks: Technical + Financial bid

*Sr. No.A to H- to be filled in by the Vendor*

**Weightage of Technical Bid : 50 Marks (Maximum mark should not exceed from total mark )**

S. No	Description	Bidders to attach documentary Proof And refer Page No of tender document.	Marks: for office use only
A	<p>References of libraries with whom the bidder is already registered.</p> <p><b>*Bidders to make and upload one Pdf file for item listed at Sr. No. A.</b></p> <p><b><i>*School and small libraries will not be considered</i></b></p> <p>I). Twenty ( 15) references from the (satisfactory work) libraries with whom bidders is already registered : 2 Marks</p> <p>II) Twenty one to twenty five (15-20) references of libraries of organizations: 3 Marks</p> <p>III) Twenty one to thirty (21-25) references of libraries of organizations :5 Marks</p>		Five (5) Marks (Maximum mark should not exceed from total mark)
B	<p><b>Assessment of average turnover for the preceding three financial years on the basis of balance sheets and certificates of ITRs (Document proof to be attached )</b></p>		10 Marks (Maximum mark should not exceed from total mark)
	(i) Turnover of >INR 2 Crore < INR 2.5 Crore (5 Marks)		
	(ii) Turnover of >INR 2.6 Crore <INR 2.7 crores (7 Marks)		
	(iii) Turnover above 3 Crore (10 Marks)		
C	<p><b>*Bidders to make and upload one Pdf file for item listed at Sr. No. C.</b></p> <p>Authority letters issued by the Publishers along with the details of Distributor/Dealer/Stockiest/Exclusive /Preferred Agents</p>		(10 Marks ) (Maximum mark should not exceed from total mark)

	(i) Distributor/Dealer/Stockiest/Exclusive /Preferred Agents of 10 - 15 publisher :5 Marks		
	(ii) Distributor/Dealer/Stockiest/Exclusive /Preferred Agents of 16-20 publishers :7 Marks		
	(iii) Distributor/Dealer/Stockiest/Exclusive /Preferred Agents of 21-25 publishers : 10 Marks		
<b>D</b>	<b>Direct import license</b>		<b>(7 Marks) (Maximum mark should not exceed from total mark)</b>
	Maximum marks : 7		
<b>E</b>	<b>Manpower</b>		<b>(3 Marks) (Maximum mark should not exceed from total mark)</b>
	i. If the bidder has <10 manpower:1 Marks		
	ii. If the bidder has 10-20 manpower :2 Marks		
	iii. If the bidder has >20 manpower: 3 Marks		
<b>F</b>	<b>Worker Experience : Year of establishment</b>		<b>(5 Marks) (Maximum mark should not exceed from total mark)</b>
	i. 0 - 10 year : 2 Marks		
	ii. 10 - 20 year : 3 Marks		
	iii. More than 20 Years : 5 Marks		
<b>G</b>	<b>Warehouse</b>		<b>(7 Marks) (Maximum mark should not exceed from total mark)</b>
	Maximum marks for warehouse : 7		
<b>H</b>	<b>Member of the Publishers' Associations</b>		<b>(3 Marks) (Maximum mark should not exceed from total mark)</b>
	i. State level trade federations (Mark 1)		
	ii. National level trade federations ( 3 Marks)		

*Note: It is mandatory for the Vendor to provide documentary proof before submission of the tender so as to justify figures filled in Serial No.A to H above. Financial Bid Sr. no. J.1 ToJ.5 for office use only.*

## Financial Bid

Maximum marks for financial bid is 50 . The details are as under:

*The bidders have to enter any one rate of discount in BOQ for the items listed from J1-J5*

J	Weightage of Financial Bid	For office use only	50 Marks
J.1	<b>Rate of discount for supply of Hindi &amp; other Indian regional language Books</b>		<b>(10 Marks)</b>
	i. 25% discount (03 marks) ii. 26% discount (04 marks) iii. 27% discount (05 marks) iv. 28% discount (06 marks) v. 29% discount (07 marks) vi. 30% discount (10 marks)		
J.2	<b>Rate of discount for supply of Books published in English &amp; other foreign language</b>		10 marks
	i. 20% discount (03 marks) ii. 21% discount (04 marks) iii. 22% discount (05 marks) iv. 23% discount (06 marks) v. 24% discount (07 marks) vi. 25% discount (10 marks)		
J.3	<b>Rate of discount for supply of Reference Books</b>		<b>(10 Marks)</b>
	i. 25% discount (03 marks) ii. 26% discount (04 marks) iii. 27% discount (05 marks) iv. 28% discount (06 marks) v. 29% discount (07 marks) vi. 30% discount (10 marks)		
J.4	<b>Rate of discount for supply of Multi-volume sets of Foreign and Indian and regional language / Medium Books</b>		<b>(10 Marks)</b>
	i. 25% discount (03 marks) ii. 27% discount (05 marks) iii. 29% discount (06 marks) iv. 30% discount (07 marks) v. 32% discount (10 marks)		
J.5	<b>Remainder Books / Foreign English Medium Books Published before 6 years (2013)</b>		<b>10 (Marks)</b>
	i. 30% discount (5 marks) ii. 31% discount (6 marks) iii. 32% discount (7 marks) iv. 33% discount (8 marks) v. 34% discount (9 marks) vi. 35% discount (10 marks)		

(SIGNATURE AND SEAL OF BIDDER)

*“Certify that the documents proof as claimed in Sr. No.A to H have been checked and found correct and complete by the Tender Opening Committee and Financial Bid Sr. no. J.1 To J.5 has been filled by the Tender Opening Committee after following due procedure and opening of Financial Bid (Cover-2).”*

**Member-1**  
**Tender Opening Committee**

**Member-2**  
**Tender Opening Committee**

**Member-3**  
**Tender Opening Committee**

**LETTER OF AUTHORITY**

Proforma Letter of Authority for attending Technical and Financial Bid opening and other communication/correspondence relating to: Bid No. \_\_\_\_\_, dated \_\_\_\_\_

To

The Secretary  
Indian Institute of Advanced Study  
RashtrapatiNivas  
Shimla171005  
(Himachal Pradesh)

Dear Sir,

I/We hereby authorize following representative(s) to attend Technical/Financial Bid opening and for any other communication/correspondence against Bidding Document:

Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

For and on behalf of \_\_\_\_\_

**Note:** *This letter of authority should be on the letterhead of the bidder and should be signed by a competent authority.*