

NOTICE INVITING TENDER

(For Empanelment of vendors for supply of books to Dr. B. R. Ambedkar Central Library at NIT Andhra Pradesh)



National Institute of Technology- Andhra Pradesh, Near NH
no.16, Kadakatla, Tadepalligudem-534101, West Godavari
District, Andhra Pradesh.

NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH

NIT Andhra Pradesh, Tadepalligudem invites sealed tenders for empanelment of vendors for supply of books to its Central Library for the period from the effective empanelment date till March 2024 from reputed registered book suppliers / vendors. The vendor empanelment may be extended for another six months (April 2024 - September 2024) contingent upon approvals from Department Purchase Committee and Institute Purchase Committee.

The tender document can also be downloaded from the institute website (www.nitandhra.ac.in) and CPP portal <https://eprocure.gov.in>. The duly filled application form along with necessary documents and DD must reach **Tender Box, Material Management & Disposal Section, Sardar Vallabhbhai Patel Administrative Building, NIT Andhra Pradesh, Tadepalligudem** latest by **13.12.2022 by 03:00 PM** in a sealed envelope.

1	Tender processing fee (non-refundable)	The vendors should pay tender processing fee (non-refundable) amount of Rs.1000/- (Rupees One thousand only) through RTGS/NEFT.
2	EMD (refundable)	The vendors should deposit a refundable EMD amount of Rs. 50,000/- (Rupees Fifty thousand only).
3	Pre-Bid Meeting	02.12.2022 at 3.00 PM in Room No:005, Saradar Vallabhbhai Patel Administrative Vista
3	Last date and time of receiving tender.	13.12.2022 at 3.00 PM in Room No:005, Saradar Vallabhbhai Patel Administrative Vista
4	Date and Time for opening of bid	13.12.2022 at 03.30 PM in Room No:005, Saradar Vallabhbhai Patel Administrative Vista
4	Address for Communication	Assistant Librarian, Dr. B. R. Ambedkar Central Library, NIT Andhra Pradesh, Tadepalligudem - 534101
5	E-mail Address (For any Query)	library_office@nitandhra.ac.in cc to purchase@nitandhra.ac.in

Eligibility criteria for empanelment for supply of books to the Dr. B. R. Ambedkar Central Library, NIT Andhra Pradesh.

0. This notice comprises of 14 pages.
1. The vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI) or any other recognized State/National association of book suppliers.
2. Two satisfactory supply certificates should be submitted from the libraries of IITs/NITs/IISC/IISERs/IIMs/CFTIs or other research labs like DRDO/CSIR/CDAC/CDOT/PRL where the vendor is currently empaneled for supply of the books. The vendor should have minimum average turnover of Rs. 25 lakh in the preceding three financial years.
3. Audited annual statements / balance sheets and ITRs as a proof of minimum turnover in the last three preceding financial years should be submitted.
4. Vendor should have a Permanent Account Number (PAN) and GST Number.
5. The vendor should be a distributor/dealer/stockist/exclusive/preferred Agent.
6. The vendor should be a distributor/dealer/stockist/exclusive preferred agent of the publishers in the area of Science and Technology.
7. The vendor should have direct import license (IEC).
8. The vendor should have an account with the reputed foreign publishers for importing books directly through them.
9. The vendor should be able to procure and supply the books (including Govt. and society publications) from India within 30 days and from abroad within 60 days against specific order.
10. Vendor should supply the ordered books within a stipulated period failing which may lead to cancellation of the order and procedure may be initiated to debar the vendor.
11. Vendor should not have been debarred/blacklisted for doing business from any government organization.
12. Vendor should offer maximum discount on published/printed price for all books and in no case less than the following discount percentage under different categories as given below on the latest edition of a book:

S.N.	Particulars	Indian Title / Indian imprint of foreign title (Discount % on printed / publishers' price) Minimum Discount	Foreign title (Discount % on printed / publishers' price) Minimum Discount
1.	Text Books	25 %	25%
2.	Technical Reference Books	25%	25%

3.	General Reference Books (<i>Encyclopedia, Hand Book, Almanac, Dictionary, Multi-volume set of Books, Maps, Atlas, Concordance</i>) & etc.	30 %	25%
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Important instructions:

1. Tenders have been invited for supply of books to Central library, NIT Andhra Pradesh. The interested suppliers/vendors are advised to submit their application form (Annexure I) in a sealed envelope superscribing - "Tender for empanelment for the supply of Books to the Dr. B.R. Ambedkar Central Library, NIT Andhra Pradesh".
2. Tender processing fee of 1000/- (Rupees One thousand only) should be paid through RTGS/NEFT to the following account A/C Name: NIT Andhra Pradesh, A/C No. 35579546371, IFSC Code: SBIN0016305. Tender processing fee is non-refundable.
3. The tender is to be opened & evaluated by Institute IPC.
4. The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only) should be necessarily accompanied with the application form in the form of Demand Draft drawn in favour "Director, NIT Andhra Pradesh" and payable at Tadepalligudem. Tender received without EMD or EMD for less amount will be summarily rejected. The submission of EMD is compulsory for all the vendors/suppliers interested to participate for this empanelment.
5. The EMD in respect of the vendor/supplier who do not qualify the eligibility criteria shall be returned to them without any interest after finalization of tender. The successful bidders are required to submit security deposit amount of Rs. 50,000/- (Rupees Fifty thousand only) in the form of DD in favour of Director, NIT Andhra Pradesh payable at Tadepalligudem. The EMD will be refunded after deposit of security money by the concerned successful vendors. The security deposit will be refunded only after two months from the expiry of empanelment period without any interest.
6. The tender should be signed by the authorized person and person's full name and designation should be indicated below his signature along with the official stamping of the firm.
7. Incomplete and conditional tenders will be rejected.
8. At any point of time if any of the documents furnished by the vendors/suppliers is/are found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of contract.
9. No bidders will be allowed to withdraw after submission of bids/opening of the tender, failing to maintain this discipline, the EMD of the firm concerned will become liable to

be forfeited.

10. Tenders should be addressed to the **Tender Box, Material Management & Disposal Section, Sardar Vallabhbhai Patel Administrative Building, NIT Andhra Pradesh, Tadepalligudem** and must reach on or before **13.12.2022 at 03.00 PM**. All the Tenders should be sent by Registered/Speed Post/Courier.
11. Any tender received after due date and time will be rejected.
12. The quotation of the tender shall be opened on **13.12.2022 at 03:30 PM** in the office of the Material Management & Disposal Section, NIT Andhra Pradesh-534101 in the presence of the authorized representatives of the tenderers, who wish to be present at that time.

General Conditions of Contract:

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1. The supplier/vendor or his authorized representative has to sign on every page of the document submitted by them with seal of the firm/agency concerned.
2. NIT Andhra Pradesh reserves the rights to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
3. The decision of NIT Andhra Pradesh regarding empanelment of publishers/distributors/vendors shall be final.
4. **Foreign Currency:** Only RBI (FBIL) Bank exchange rate will be applicable on the day of generating the invoice.
5. **Price Proof:** Accepted Price Proof is: (duly signed & stamped by the supplier) Publisher's/Distributor's invoice copy.
 - a. Alternatively, the Central Library may also cross verify the prices from authentic sources/publisher's website.
 - b. Such printouts verified and signed will be rechecked by the book acquisition section of the library and accepted as price proof.
 - c. Publisher's catalogue is generally not accepted as price proof.
 - d. If the price quoted by a vendor is higher than the publisher's invoice/printed price library DPC reserves the right to not consider such quotations.
6. **Enquiry on availability of Books:** At the first instance, all the empaneled Vendors/Suppliers will be sent an email query with the list of books and number of copies against each title required for Library procurement.
 - a. On receipt of the email, the Vendors having books as per above list in their ready stock or can supply the books have to respond within stipulated time (07 days) quoting titles availability/status with number of copies, unit price, and maximum discount offered per title.
 - b. The only mode of communication will through email. In the response to the enquiry, it is mandatory that vendors should mention the price and discount they are going to offer each title.
7. **Placement of Purchase Order:**
 - a. Order will be placed to the empaneled vendor who offers the **least price after providing maximum discount on MRP** on each 'title of the book'.
 - b. Depending upon the per item offer, the Library DPC may divide the purchase order among more than one empaneled vendor.

c. If two or more empanelled vendors offer the same lowest price after providing maximum discount on MRP, the order shall be placed to the vendor who obtained higher 'total marks' as per Evaluation Criteria. If the 'total marks' are observed to be the same for two or more such empanelled vendors, Library DPC reserves its rights of exercising its choice to place the order to the 'empanelled vendor' (among those, who offer the lowest price and who are in a tie with respect to the 'total marks' as per the evaluation criteria) on a first come first served basis.

d. Evaluation Criteria:

Sl. No.	Particulars	Max Marks	Criteria for marks distribution			
1.	Average annual turnover in the last 3 financial years	20	25 Lakh to 50 Lakh	>50 Lakh to 75 Lakh	>75 Lakh to 1 Crore	Above 1 Crore
			5 marks	10 marks	15 marks	20 marks
2.	Age of establishment as on the closure date of proposal	20	3 years to <5 years	5 years to <10 years	10 years or more	
			5 marks	10 marks	20 marks	
3.	Number of copies of formal agreement with the reputed Publisher/Distributor/Stokist/Exclusive preferred agent	10	1-2	3-5	Above 5	
			3 marks	5 marks	10 marks	
4.	Assured minimum discount (D)	30	25% to 30%	>30%		
			20 marks	30 marks		
Total maximum marks		80				

Note: Minimum discount offered (D) shall be calculated as follows:

$D = 0.2x$ (Discount offered on Indian text books) + $0.2x$ (Discount offered on foreign text books) + $0.2x$ (Discount offered on Indian technical reference books) + $0.2x$ (Discount offered on foreign technical reference books) + $0.1x$ (Discount offered on Indian general reference books) + $0.1x$ (Discount offered on foreign general reference books)

8. Supply against approved order: In reply to vendors/suppliers' response to our query, email communication will be established with the vendor concerned with request to supply books on approval through challan bearing challan number, date and our reference number for each item, along with publishers' catalogue/invoice/ authentic price proof duly stamped and signed.

- Time will be stipulated to execute the supply. ***In the event the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.***
- The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library, NIT Andhra Pradesh.
- However, the other mode of delivery may be by registered parcel, courier services

or any other mode of recorded delivery and in such types of delivery, loss/damage/pilferage in transit, if any, will be the sole responsibility of the supplier.

- d. Secure and safe delivery of books at Central Library, NIT Andhra Pradesh, Tadepalligudem as per approved order is the responsibility of the supplier/vendor alone.
9. The order will be treated as cancelled, if ordered books are not supplied or not reported as to availability or otherwise is received beyond the specified period.
10. All books have carried a discount as per the agreed terms.
11. The books shall be **properly packed and delivered** at supplier's expenses & risk to the following address by hand or through recorded mode of delivery (i.e., Registered Post/Parcel/courier) within minimum period of time: **Central Library, NIT Andhra Pradesh**.
 - a. Damaged books or books which are not as per order will not be accepted, and will be taken back on their own expenses by the vendor.
12. **Payment terms:** All the payment will be made in Indian Rupees.
 - a. 100% payment will be released after supply and acceptance of books by the institute in good condition within 30 days, in normal cases.
13. Unless otherwise specified, only the latest edition of the publication will be accepted.
14. Unless otherwise specified, the Indian/paperback edition of a title should be supplied.
15. The supplied books must be latest unless or otherwise specified, and in good condition without any defects/damage and should not be used books.
16. The bill(s) are to be submitted in triplicate (03 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
 - a. GST exemption certification (If applicable) should be given on the bills.
17. Vendor will have to submit the bills for foreign books converted to Indian rupees at the RBI (FBIL) / Bank exchange rate given on the date of invoicing.
18. The Bill should be prepared in the same order as items listed in the Purchase Order.
19. The invoice/bill should have quoted the following statement:
 - a. The price has been correctly charged in accordance with publisher's invoice/printed price.
 - b. The supplier should certify on the invoice that the prices quoted are the publisher's current prices, enclose the stamped price proof along with the invoice and in case of foreign title, the supplier must certify that the Indian edition is not available for this book.
 - c. Latest edition/ordered edition of the books have been supplied. No "Remaindered" title is supplied.

- d. Rates are charged as per RBI (FBIL) / Bank exchange rate.
20. All entries in the bill should be neatly typed in acceptable format to the Central library, NIT Andhra Pradesh.
 21. The refund of security deposit will be processed after the end of the tenure of the vendor provided there are no outstanding issues.
 22. All pages of the relevant documents/bid documents must be signed and stamped by the authorized signatory of the firm.
 23. The Library DPC reserves the right to extend the tenure of the vendor after one year of empanelment or reject the vendor depending upon the performance.
 24. The Library DPC reserves the right to amend the terms and conditions for vendor-ship, recommend or reject any or all the book vendors and the same will be binding to the vendors. The decision of Library DPC will be final in all cases.
 25. Any other amendments made by library DPC will be communicated to the empanelled vendors from time to time. Library DPC reserves the right to not place any purchase order to any vendor after seeking quotations.
 26. Library DPC reserves the right to cancel the current empanelment tender (contingent upon the approval of the Institute IPC) in case a minimum of nine vendors do not get empanelled.
 27. Once the vendor qualifies for empanelment the vendor will be required to sign the empanelment agreement as specified in Annexure – IV.
 28. All matters of dispute will be subject to the legal jurisdiction of the courts at Tadepalligudem only.
 29. Three copies of the bills of supplied books are to be addressed in the following name and submitted in the central library of the Institute by hand or in recorded mode of delivery:

**Director
National Institute of Technology Andhra Pradesh,
Tadepalligudem -534101**

Associate Dean, SMMD



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS TO Dr. B.R. AMBEDKAR CENTRAL LIBRARY, NIT ANDHRA PRADESH

To, Tender Box, Material management & disposal Section,
Sardar Vallabhbhai Patel Administrative Building,
National Institute of Technology Andhra Pradesh, Tadepalligudem-534101

Sir,

In response to your advertisement for empanelment of vendors for supply of books to the Central Library, NIT Andhra Pradesh, please find my duly filled application form along with application fee and relevant documents.

1.	Advertisement/Tender No. and Date	
2.	Do you agree to supply books on the terms and conditions mentioned in the advertisement/tender?	YES/NO
3.	Details of Demand Draft: EMD Rs. 50,000/- DD Number: Date of Issue: Issuing Bank:	
4.	Details of RTGS/NEFT: Tender processing fee Rs.1000/- Transfer ID:	
5.	Name of the Firm:	
6.	Postal Address of the Head Office of the Firm:	
7.	Kind of Proprietorship (i.e., Single/Joint):	
8.	If partnership, names and addresses of partners:	
9.	Whether you are an Income Tax payee? If yes, please submit a copy of income tax return filed for the last three consecutive years.	Yes/No
10.	(a) PAN/TAN No. (b) GST No.	

11.	Bank details (A certificate issued by the bank may be attached) (a) Name of the Bank: (b) Address: (c) Bank Account No.: (d) Name of the Account holder: (e) IFSC code: (f) MICR code: (g) Date of opening of account: (h) Type of account (Savings/Current):	
12.	Are you a member of Federation of Publishers' and Booksellers 'Association of India (FPBAI) or any other recognized State/National association of book suppliers? If Yes, attach copy of the membership certificate.	Yes/No
13.	Are you a distributor/dealer/stockist/exclusive/preferred Agent? If so, tick mark the appropriate one's and attach the authority letter (s) issued by the publishers in support of your claim.	Yes/No
14.	Are you a distributor / dealer / stockist/ exclusive/ preferred agent of the publishers in the area of Science and Technology? If so, please submit the most recent authority letters issued by the publishers.	Yes/No
15.	Are you registered and currently dealing with the minimum 02 libraries of IITs/NITs/IISC/IISERs/IIMs/CFTIs or other research labs like DRDO/CSIR/CDAC/CDOT/PRL (If 'Yes', please attach relevant documents).	
16.	Experience in the field of supplying books to IITs/NITs/IISC/IISERs/IIMs/CFTIs or other research labs like DRDO/CSIR/CDAC/CDOT/PRL libraries (please mention no. of years): (Attach relevant work orders and recommendation certificate)	Yes/No
17.	Do you have direct import license. (If yes, please attach a copy of the same) (IEC)	Yes/No
18.	Do you have an account with the reputed foreign publishers for importing books directly through them? (If yes, please furnish documentary proof)	Yes/No
19.	Are you able to procure and supply the books (including Govt. and society publications) from abroad within 60 days against specific order?	Yes/No
20.	Annual Turnover of the firm for the last 3 financial years: (a) 2018-19: (b) 2019-20: (c) 2020-21: (Please attach audited copy of the same (ITRs))	
21.	Major foreign/Indian publishers you are dealing with (Mention Names/Addresses)	
22.	Name Major subject areas in which your firm handles supply of books	

23.	Has your firm ever been debarred/blacklisted for doing business from any government organization? (If No, attach an affidavit by vendor for not having been black listed/debarred by any public organization/ University/ National Level institution)	Yes/No																
24.	Mention the minimum rate of discount offered, if got selected for empanelment as vendor for supply of the books to the Dr. B.R. Ambedkar Central Library, National Institute of Technology Andhra Pradesh.																	
	<table border="1"> <thead> <tr> <th>S.N.</th> <th>Particulars</th> <th>Indian Title / Indian imprint of foreign title (Discount % on printed / publishers' price) The percentage (%) of discount should be in figures only</th> <th>Foreign title (Discount % on printed / publishers' price) The percentage (%) of discount should be in figures only</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Text Books</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Technical Reference Books</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>General Reference Books (Encyclopedia, Hand Book, Almanac, Dictionary, Multi- volume set of Books, Maps, Atlas, Concordance) & etc.</td> <td></td> <td></td> </tr> </tbody> </table>	S.N.	Particulars	Indian Title / Indian imprint of foreign title (Discount % on printed / publishers' price) The percentage (%) of discount should be in figures only	Foreign title (Discount % on printed / publishers' price) The percentage (%) of discount should be in figures only	1.	Text Books			2.	Technical Reference Books			3.	General Reference Books (Encyclopedia, Hand Book, Almanac, Dictionary, Multi- volume set of Books, Maps, Atlas, Concordance) & etc.			
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Attested that the application form has been prepared as per the check list in Annexure II

Check List of Application form

The attached documents must be arranged in the following order:

- (i) Copy of RTGS/NEFT transfer ID of Rs. 1000/- (Rupees One thousand only) as tender processing fee.
- (ii) Demand Draft of Rs. 50,000 (Rupees Fifty thousand only) in favour of Director, NIT Andhra Pradesh as EMD.
- (iii) Duly filled and self-attested application form (should be signed on each page).
- (iv) Audited turnover statement of last three financial years.
- (v) Reference letter of minimum 02 IITs/NITs/IISER/CFTIs
- (vi) Copy of your membership letter of Federation of Publishers' and Booksellers' Association of India (FPBAI) or any other recognized State/National association of book suppliers.
- (vii) Certificate issued by bank regarding bank details.
- (viii) Most recent authority letters issued by publishers stating you as a distributor / dealer/ stockist/ exclusive/ preferred agent in the area of Science and Technology.
- (ix) Copy of import license (if any).
- (x) Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
- (xi) Affidavit raised on non-judicial stamp paper of Rs. 100 duly confirming that the firm has not been blacklisted by any Institute.
- (xii) Declaration in Annexure III, duly signed and sealed by the vendor's authorized signatory.

DECLARATION

- (i) I/We (names of partners/proprietors or share-holders) 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 NIT Andhra Pradesh 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. / Ms..... 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:

Authorized Signatory & Seal of the Firm

(Format of agreement to be executed with successful vendor for empanelment)

Empanelment Agreement

(This agreement must be submitted by the successful vendor on or before the 'effectivedate of the empanelment'; the 'effective date' shall be notified via email, only after the shortlisting of successful vendor(s) for empanelment with NIT Andhra Pradesh)

This AGREEMENT is made and executed between,

National Institute of Technology Andhra Pradesh, an Institute of national importance, – (hereinafter called “NIT Andhra Pradesh”, which expression shall unless repugnant to the context or meaning thereof be deemed to include its executors, administrators and assigns),

AND

M/s. (name of successful vendor) having its registered office at (hereinafter called 'successful vendor', which expression shall unless repugnant to the context or meaning thereof be deemed to include its executors, administrators and assignees).

Whereas, NIT Andhra Pradesh vide its ref no: dated: dd/mm/yyyy is desirous of empaneling a Vendor for supply of Text Books, Technical Reference Books, General Reference Books (Handbook, Encyclopedia, Directory, Yearbook, Map, Chart, dictionary) to the Central Library of NIT Andhra Pradesh, and has accepted the 'proposal' of the vendor and empaneled as its vendor (without prejudice to its right to empanel more Vendor).

Whereas, in response to the empanelment tender mentioned above, the successful vendor has approached NIT Andhra Pradesh requesting to empanel it for supply of Textbooks, Technical Reference Books and General Reference Books.

Now, both the parties agree to abide as under:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the ref no:....., dated: dd/mm/yyyy.
2. The following documents shall be deemed to form and be read and construed as part of this agreement.
 - a. Tender document along with 'eligibility criteria' and 'general terms and conditions for ordering books.

Seal and Sign
(NIT Andhra Pradesh)

Seal and Sign
(Authorized person of the firm/Partner/Proprietors)

b. Application of the empaneled vendor towards the empanelment for supply of textbooks, technical reference books and general reference books with all documents as per checklist of enclosures given in the tender document.

3. In consideration of the payment to be made by NIT Andhra Pradesh to the successful vendor, the successful vendor hereby assure NIT Andhra Pradesh to execute and complete the supply of TextBooks, Technical Reference Books and General Reference Books etc at a price which shall not be higher than the price after applying minimum assured discount and to deal with the defective books as per the 'general terms and conditions for ordering of books' mentioned in empanelment tender document.
4. The ref no. dated dd/mm/yyyy and the application no. _____ dated [application submission date] are an integral part of this agreement. (*'application number' of the vendor and 'submission date' shall be communicated to the successful vendor after shortlisting and to be filled by the vendor*)
5. The effective date of the empanelment shall be (*to be communicated to the successful vendor after shortlisting and should be filled by the vendor*).
6. After execution of this agreement by both 'successful vendor' and 'NIT Andhra Pradesh', the 'successful vendor' shall be called as 'empaneled vendor' of NIT Andhra Pradesh, for a period from the effective date of empanelment till March 2024. This may be extended for a period of six months from April 2024 till September 2024, contingent upon the approvals from the Department Purchase Committee and Institute Purchase Committee.

Signed this agreement in witness thereof.

Authorized signatory on behalf of NIT Andhra Pradesh Signature of authorized person of the firm/Partners/Proprietors

Seal and sign

Seal and sign

Witness-1

Witness-2