

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
P. O.: RIT, JAMSHEDPUR, (JHARKHAND)- 831014

(An Institute of National Importance under Ministry of HRD, Govt. of India)



CENTRAL LIBRARY

Tender Notice No. : NITJSR/LIBRARY/Empanelment/REG/CD/2015/1651 Dated:03/11/2015

E-TENDER NOTICE

EMPANELMENT/REGISTRATION OF BOOKS SUPPLIER

LAST DATE OF SUBMISSION OF APPLICATION: 04/12/2015 UP-TO 05.00 P.M.

DATE OF OPENING OF APPLICATION: 05/12/2015 AT 11.00 A.M.

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

CPP Portal web site: www.eprocure.gov.in

CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232

Mobile:91+ 7878007972, 91+7878007973

NIT Jamshedpur web site :www.nitjsr.ac.in

NIT Jamshedpur Help No.: (91)+0657-2374035,2371663,2373629, 2374249

Prepared by: CENTRAL STORE SECTION, NIT, JAMSHEDPUR

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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EMPANELMENT/REGISTRATION OF BOOKS SUPPLIER

TENDER SYNOPSIS

Sl. No.	Name of Organization	National Institute of Technology Jamshedpur
1.	Tender Type(Open/Limited/EOI/Auction/Single)	Open
2.	Tender Category (Services/Goods/works)	Empanelment/Registration
3.	Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Empanelment/Registration
4.	Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Empanelment/Registration of Vendors for the Supply of Books (Print)
5.	Is Multi Currency Allowed	No
6.	Date of Issue/Publishing	05/11/2015 (16:00 Hrs)
7.	Document Download Start Date	05/11/2015 (16:05 Hrs)
8.	Document Download End Date	04/12/2015 (16:55 Hrs)
9.	Date for Pre-Bid Conference	NA
10.	Venue of Pre-Bid Conference	NA
11.	Last Date &Time for Uploading of Bids (Application along with required documents)	04/12/2015 (17:00 Hrs)
12.	Date and Time of Opening of Technical Bids	05/12/2015 (11:00 Hrs)
13.	Publication of List of qualified Supplier.	After evaluation of Application the list of qualified supplier will be published on Institute web site as well as well as be intimated to qualified bidders individually.
14.	Tender / Registration Fee (Non Refundable)	Rs. 5,000/- For (To be paid through NEFT/RTGS).

		<p>NIT Jamshedpur Bank details are as under: Name of the Bank A/C : NIT Jamshedpur SBI A/C No. : 10678396019 Name of the Bank : State Bank of India, NIT Branch, Jamshedpur-831014 IFSC Code : SBIN0001882 MICR Code : 831002004 (This is mandatory that UTR Number is provided in the on-line quotation/bid). (Ref. UTR Column of the Technical Bid for prequalification Annexure-II)</p>
15.	No. of Covers (1/2/3/4)	01 (Single Envelope System)
16.	Bid Validity days (180/120/90/60/30)	90 days (From date of opening of tender)
17.	Address for Communication	Chairman, Library Purchase Committee National Institute of Technology Jamshedpur P.O. :RIT, Jamshedpur -831014 (Jharkhand)
18.	Contact No.	0657--2374035,2371663,2373629, 2374249 Mobile No.: 09934149329
19.	Fax No.	0657-2373246
20.	E-mail Address	registrar@nitjsr.ac.in

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National Institute of Technology Jamshedpur invites open **Expression of interest** from Reputed Books Suppliers/ distributors/ Publishers for "Empanelment/Registration of Vendors for the Supply of Books (Print)" on prescribed Format from reputed Books Suppliers/ distributors/ Publishers in India, to NIT Jamshedpur Library.

This empanelment will be valid for initially one year from the date of final approval of empanelment of suppliers list and it may be further extendable up to two more years, at the sole discretion of the Institute.

The complete Tender document containing prescribed form for Empanelment /registration and terms- conditions is available on CPP Portal site (www.eprocure.gov.in/eprocure/app) against Tender reference number: **Tender Notice No. : NITJSR/LIBRARY/ Empanelment/REG/CD/2015 / 1651 Dated:03/11/2015.**

The tenderers can download the tender set from this web site. The details of tender are also available at NIT Jamshedpur web-site <http://www.nitjsr.ac.in>. Tender must be submitted through CPP Portal site (www.eprocure.gov.in/eprocure/app). Only on-line bids through the eprocurement portal of NIC will be accepted. Last date of Application submission is 04/12/2015 at 17:00 Hrs.

Registrar I/C
NIT, Jamshedpur

Checklist:

1. Filled in application form as ANNEXURE – I : Yes / No
2. Photocopies of necessary documents : Yes / No
3. DD of Rs.5000/- in favour of
National Institute of Technology, Jamshedpur: Yes / No
4. Contract declaration for Emplacement of Firm
as ANNEXURE -II : Yes / No
5. Electronic Fund Transfer/RTGS Transfer Through
On-line **NEFT/RTGS** as Per ANNEXURE-III. : Yes/No
6. Compliance Report as ANNEXURE-IV : Yes/No

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IMPORTANT INFORMATION TO THE BIDDERS

Any bidder may search the tender through the following process:

1. Go to the www.eprocure.gov.in
2. Click on eprocurement
3. Click on tender search
4. Search with "NITJSR"
5. Click on Go
6. Tenders will appear

Detailed Process to search/Submission/Registration/Preparation/ the tender through the following process

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission".

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'National Institute of Technology Jamshedpur'. Thereafter, Click on "GO" button to view all NIT Jamshedpur tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial) should be submitted in the e-procurement portal.

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement (CPP) Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1)** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2)** As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3)** Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4)** Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5)** Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6)** Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1)** There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever,

EMD/Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through NEFT/RTGS (Refer to Schedule).

- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1)** The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2)** Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3)** Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

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CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232

Mobile:91+ 7878007972, 91+7878007973

NIT Jamshedpur web site :www.nitjsr.ac.in

NIT Jamshedpur Help No.: (91)+0657-2374035,2371663,2373629, 2374249

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Instructions for applicants

For Empanelment/Registration of Book Suppliers with National Institute of Technology, Jamshedpur following procedure and requisite eligibility criteria will be applicable. :

1. The interested Reputed Books Suppliers/ distributors/ Publishers who are desirous for participating for "Empanelment/Registration of Vendors for the Supply of Books (Print)" through 'e'- procurement, can download the tender document from CPP Portal: <https://eprocure.gov.in/eprocure/app> Application has to be submitted online.
2. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
3. Registration Form and other requisite information should be filled up in prescribed form.
4. The filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.
5. Correct/relevant information /data have to be furnished by the venders.
6. Application Form in prescribed Format as **ANNEXURE- I**, CONTRACT DECLARATION FORM FOR EMPANELMENT as **Annexure-II**. MANDATE FORM FOR ELECTRONIC FUND TRANSFER/ RTGS TRANSFER (Prescribed as **Annexure-III**), Compliance Report as **ANNEXURE -IV**, and required documents & Proof of transfer of fee should be uploaded properly.
7. **Empanelment /Registration Fees:** One time non-refundable registration fee of Rs. 5,000/- only will be charged.
8. Vendor seeking for Empanelment/Registration shall have to pay the requisite fee amount as stated, for Empanelment/ Registration in the institute account through NEFT/RTGS in favor of National Institute of Technology Jamshedpur, failing which their bid will be rejected. The detail of the account is as follows:

- a) Name of the beneficiaries : National Institute of Technology Jamshedpur
- b) Name of the bank : State Bank of India
- c) Name of Branch : NIT Jamshedpur
- d) IFSC code : SBIN0001882
- e) Account Number : 10678396019

9. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
10. **The bidder should upload the scanned copies of application form along with all the relevant certificates and documents in PDF Format online through portal <http://eprocure.gov.in/eprocure/app>.**
11. The application should be signed by an authorized signatory of the vendor(S) bearing his/ her full name and status, clearly indicated below the signature along with the official seal of the firm.
12. Incomplete and conditional applications will not be considered.
13. A declaration certificate that the vendor hasn't been black listed by any institution of the Central/State government/any PSU, University, Institute etc. in the past three years should be submitted as per **ANNEXURE-II** on their printed letter head.
14. At any given point of time, if any of the documents furnished by the vendors/ suppliers is 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 empanelment.
15. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applications are liable to be black-listed by the institute.
16. The applications will be scrutinized and shortlisted for empanelment by Library committee. The shortlisted vendors will be informed by email and / or by regular post for further procedure, as required.
17. The short-listed Book Supplier(s)/ distributors(s) / Publisher (s) for empanelment are requested to agree to supply as per the Institute's "Terms & Conditions for Supply of Books (Print)" as stipulated hereunder.
18. **National Institute of Technology Jamshedpur may send the enquiry to other competent suppliers who are not empanelled with NIT Jamshedpur. New supplier(s) may also be considered for registration at any time by the Institute Authority. Enlisted suppliers shall not have any objection to this.**

19. Evaluation & verification Criteria of Bids (Application) for empanelment/ Registration of Vendors for the Supply of Books (Print):

- a. The filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.
- b. Registration Form and other requisite information should be filled up in prescribed form.
- c. Complete compliance of all the Annexure as per Tender Document including registration fee.
- d. Percentage (maximum) of rebate.
- e. The company/bidder should be registered with professional body (GOC/FPBAI/Any other State/ National association(s) of books suppliers.
- f. The annual turnover of the bidder during the last three financial years should be at least Rs. 20 lakh (Rupees Twenty lakh) only.
- g. The bidder has to provide solvency certificate as specified with proof of document.
- h. The prospective bidder should have successfully carried out supply of Books in any academic institutions/reputed organizations or institutions for not less than 100 books in a period of one year/academic year during the last three financial years.
- i. Other required documents & Proof of transfer of fee as mentioned in Tender Notice should be properly uploaded.

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E-TENDER NOTICE

EMPANELMENT/REGISTRATION OF BOOKS SUPPLIER

General Terms and Conditions

1. General:

- a. The authority of NIT Jamshedpur reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- b. NIT Jamshedpur is not bounded to place the purchase order to the approved vendor.

2. Enquiry on Availability of Books:

To ascertain the availability status of the required books, at the first instance, the titles of books along with details such as title, author/editor and number of copies required etc. will be sent to the empanelled book vendors through an e-mail or by Post on each occasion. On receipt of enquiry, the empanelled suppliers will have to respond, as per the provided list of titles, within a maximum Period of one week (07 days) with the following details:

- a. Number of copies available.
- b. Unit Price (in original currency).
- c. Delivery period.
- d. Validity of the quoted price.
- e. Validity of availability of book.
- f. Accompanying material if any.
- g. Rate of maximum discount.

3. Purchase Orders

- a. The library will place purchase orders with the empanelled vendor(s) who offers best and prompt services and will try to distribute purchase orders equally among vendors.
- b. Supply of books has to be made strictly against the purchase orders only.

- c. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- d. Any clarification/query regarding the purchase order should be sought from the Library within five [05] days of receipt of the order.

4. Time-frame for supply

- a. 30 days [maximum} – for Indian / Foreign titles (If available in India].
- b. 60 days [maximum] – for foreign titles [if not available in India].
- c. The Books should be consigned to Librarian, Central Library, NIT, Jamshedpur – 831014, Jharkhand.
- d. 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.
- e. 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.
- f. 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 an additional required time to supply the same, at least seven (07) working days before the supply due date.
- g. 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 deem fit. However, this should not exceed five [05] weeks from the original supply due date.
- h. The supply should be free of freight charges.
- i. All books have to be delivered at NIT Jamshedpur on the cost of supplier. If the supply is made by post, the books should be sent registered post / parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. & train will not be accepted.
- j. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

5. Conditions for cancellations of the released purchase orders

- a. If the empanelled vendor(s) to whom the order has 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), then the empanelled vendor(s) will be charged with liquidated damages

at the rate of 2% of the value of the order not fulfilled, per week, upto five weeks.

- b. Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its black-list after providing them an opportunity to represent their side.
- c. 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.

6. Edition Specifications

- a. Latest editions of books must be supplied.
- b. By default, paperback editions of books must be supplied.
- c. By default, Indian editions of books must be supplied.
- d. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.
- e. If the Institute has placed an order for foreign titled book but the Indian or low price edition of the same book is available in the market, the vendor will inform about the availability to library regarding this before supplying the books. In case the Institute comes to the notice of such availability, the differential cost shall be borne by the vendor.
- f. In case the title has both i.e. paperback edition as well as hardbound edition, the paperback edition to be supplied to library.

7. Discount :

Standard discount rate is minimum 26%. The vendor who will offer maximum discount will be given first priority. The latest edition and responds first will be also considered.

8. Invoicing procedure and Conversion Rates

- a. The Invoice should bear the firm's IT PAN.
- b. Pre-receipted invoice(s) / bill(s) are to be submitted in triplicate (3 copies).
- c. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- d. Invoice should be raised in favour of The Registrar, National Institute of Technology Jamshedpur, Jamshedpur – 831014, Jharkhand.
- e. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.
- f. The prices in the invoice should be indicated in original currencies.
- g. Reserve Bank of India [RBI] /G.O.C.(Goods Office Committee) currency conversion rates as applicable on the date of purchase Order should be followed, and should also be clearly indicated on the invoice.

9. PAYMANT:

All the payment shall be made by on-line through NEFT/RTGS. Therefore, Authorization for release of payment / dues from National Institute of Technology Jamshedpur through Electronic Fund Transfer/RTGS Transfer detailed has to be furnished as Per Annexure III.

Library / Institute may take approx 30 days from the date of the ordered Book(s) received for final payment to the vendors / suppliers.

10. Mandatory enclosures with Invoice

a. For price verification book seller shall generally produce the publisher's invoice under which he purchased the book. A copy of publisher's / distributor's invoice / copy of printed catalogue of the order period may be also accepted if above is not applicable.

b. A currency conversion proof with date.

c. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

11. Termination of empanelment

A vender's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:

a. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.

b. If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

12. Other Terms and Conditions

a. The Institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.

b. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the NIT Jamshedpur shall have the right to procure books/publications on higher discount rates.

c. The library may invite empanelled vendors for small book exhibitions at regular interval of time. Main book fair will be open for all vendors/publishers/suppliers with separate term and conditions.

d. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, NIT Jamshedpur or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law of NIT Jamshedpur.

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EMPANELMENT/REGISTRATION OF BOOKS (PRINT) SUPPLIER

APPLICATION FORM

Sl No.	Requisit Information	Firms response
1.	Name of The Firm	M/s.....
2.	Correspondence Address
	Pin code	
	Telephone /Mobile No.	
	Email ID	
	Web site	
3.	Details of Registration /Empanelment Fee In favor of NIT Jamshedpur (Pl. Attach copy of proof)	Rs. _____ through transaction UTR No. _____
4.	Registered Office Address
5.	Nature of Firm: a. Retailer b. Dealership c. Distributorship d. Publisher e. Agent of any publisher	
6.	Constitution of the Firm : 1. Proprietorship	

	2. Partnership 3. Private Limited 4. Other, please specify	
7.	Name of Proprietor/ Partners	
8.	Year of Establishment	
9.	Registration No. & Copy under Shop Registration ACT. & Industry Registration validity Date.	
10.	Income Tax Permanent Account No.	
11.	Central Sales Tax Registration No. :	
12.	State Sales Tax /VAT Registration No.	
13.	Excise Registration :	
	a) ECC Code :	
	b) ECC Zone :	
14.	Membership in any of the following associations: a) Goods Offices Committee (GOC) b) Federation of Publisher's and Booksellers' Association of India (FPBAI). c) Any other State/ National association(s) of books suppliers	
15.	Turnover :	
	2012-2013	
	2013-2014	
	2014-2015	
16.	List of Clientele/ Customer	1.....

	(Minimum Five (05) references)	2..... 3..... 4..... 5.....
18.	Name of Contract Person : Mobile No.
19.	Details of Bank	Name of Bank: _____ Account No. : _____ IFSC Code : _____ MICR Code : _____

This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application for empanelment and that NIT Jamshedpur reserves its rights to take such action as it may deem fit in such an eventuality.

Date:.....

Place:

(Signature of authorized Person)

Name of signatory:

Designation :

Office Seal :

Note:

Please submit documentary proof in support of the data.

1. Please tick mark and provide documentary proof of your membership in any of the following associations:
 - i. Good Offices Committee (GOC).
 - ii. Federation of Publisher's and Booksellers' Association of India (FPBAI).
 - iii. Any other State/ National association(s) of books suppliers.
2. 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).

3. Is the firm Income Tax payee? If so, please attach one copy each of Income Tax returns of last three consecutive years and also a copy of PAN card of the Firm/Proprietor.
4. Please provide details of your firm's Sales Tax Registration No. (Attach: copies of, GST-CST Certificate).
5. Minimum Five (05) references of the Libraries of reputed Institutes /organizations with whom you are already registered such as institutes of national importance, government established research laboratories (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.), etc. If not been able to submit so, proper justification to be submitted and the decision of the committee for inclusion of the name will be considered to be final.
6. Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence.

CONTRACT DECLARATION FOR EMPANELMENT OF BOOKS SUPPLIER

(Note: Declaration should provide on printed letter head of the Bidder indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)

To,

Registrar
National Institute of Technology
Jamshedpur – **831014**

Sub: CONTRACT DECLARATION FOR EMPANELMENT OF BOOKS(PRINT) SUPPLIER

Ref: **Tender Notice No. : NITJSR/LIBRARY/Empanelment/REG/CD/2015/1651 Dated:03/11/2015**

Sir,

I,.....(Proprietor/Partner)
of M/s.....(Name of Firm) having
examined the details of Tender document, I / We hereby submit the
prequalification documents and other relevant information for empanelment of
our Firm.

I/We here by certify that all the statements made and information supplied in
the statements are true and correct to the best of my knowledge. I understand
that if any information found incorrect, the application is liable to be cancelled.

I / We also hereby declare that all matters related to National Institute of
Technology Jamshedpur shall be treated as confidential and no information
shall be passed on to any unauthorized person without written permission of
the Competent Authority.

Mr. whose signatures are appearing
below, is the authorized representative(s) of the firm.

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.

I / We assure that if empanelled, the firm will serve the Institute for a
minimum period of one year.

I/We have furnished all information and details as necessary for Registration
/Empanelment and have no further pertinent information to supply.

I/We certify that my firm is not **blacklisted / banned** from business by any
organization.

I/We hereby accept the rules and procedures of the Institute for Registration /Empanelment of Supplier/Vender and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered/modified the application forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our application will be summarily rejected. I/we am/are liable to be banned from doing business with National Institute of Technology, Jamshedpur and /or prosecuted.

Date:

Place:

(Signature of authorized Person)

Official Seal :

Name of Signatory: _____

Designation : _____

Signature of representative of the firm:

Name of representative:

Contact No. of representative:

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/ RT TRANSFER

Subject: Authorization for release of payment / dues from National Institute of Technology Jamshedpur through Electronic Fund Transfer/RTGS Transfer

- 1. Name of the Party/Firm/Company/Institute: _____
- 2. Address of the Party: _____
- 3. City _____ Pin Code _____
- 4. E-Mail ID _____ Mob No: _____
- 5. Permanent Account Number _____
- 6. Particulars of Bank

Branch Name		Branch Name															
Branch Place		Branch City															
PIN Code		Branch Code															
MICR No																	
<p>(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)</p>																	
<p>IFS Code: (11 digit alpha numeric code)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																	
Account Type	Savings	Current	Cash Credit														
Account Number:																	

Supplier's name as per Account.....

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director/Registrar, National Institute of Technology Jamshedpur responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

CENTRAL LIBRARY

Tender Notice No. : NITJSR/LIBRARY/Empanelment/REG/CD/2015/1651 Dated:03/11/2015

TENDER NOTICE**EMPANELMENT/REGISTRATION OF BOOKS SUPPLIER**

Sl. No.	Details	Yes / No	Attached page No.
1.	We have gone through the terms & conditions of the tender document		
2.	Registration /Empanelment Fee of Rs. 5000/ (Rupees Five Thousand) only through NEFT /RTGS in favor of National Institute of Technology, NIT Jamshedpur is attached		
3.	Is Bid documents duly-signed?		
4.	Payment Terms agreed as specified. ?		
5.	Agreed to Place of Delivery as specified?		
6.	State Sales Tax /VAT Number copy attached		
7.	Central Sales Tax Registration No. :		
8.	Income Tax Registration/PIN No is attached.		
9.	Service Tax Certificate attached, if applicable		
10.	Annual Turnover of last three years as specified with proof of document.		
11.	Our organization or any of its subsidiaries have not been blacklisted by any Govt. / Autonomous bodies / Universities / Govt. Institutes.		
12.	Copy of purchase order(s) of BOOKS supplied during last three years preferably from IISc./IIT/NIT/Govt. approved R & D laboratories with proof of document		
13.	List of Customer/ Client during last five years with proof of document.		
14.	Publisher/Sole Distributor/Authorized Dealer/ Registered Supplier with proof of document		
15.	Membership in any of the following associations: a. Goods Offices Committee (GOC) b. Federation of Publisher's and Booksellers' Association of India (FPBAI). c. Any other State/ National association(s) of books suppliers		
16.	Trade License/ Factory License is attached.		
17.	Bank Details is filled up.		
18.	Name of Contract Person and Mobile No. is filled up.		

(Signature of Bidder/authorized person)

Place: _____

Seal of the company/Firm

Date _____