

निविदा/कोटेशन का आमंत्रण ई-टेन्डरिंग माध्यम द्वारा  
INVITATION FOR TENDER/QUOTATION THROUGH E-TENDRING

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मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
इलाहाबाद-211004 (भारत)  
**Motilal Nehru National Institute of Technology Allahabad**  
Allahabad-211004 (India)  
An Institute of National Importance as Declared by NIT Act, GOI, 2007

अभिव्यक्ति की अभिरुचि/ **EXPRESSION OF INTREST**

**“EMPANELMENT OF BOOK SUPPLIER FOR BOOKS/JOURNALS AT MNNIT ALLAHABAD” ds fy,**  
**FOR “मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद में पुस्तक/जरनल्स सप्लायर्स के मनोनयन हेतु”**

निविदा संख्या **Tender No.: EOI-1/MNNIT/Book Suppliers/2016**  
सेवा में To,

**Date: 18.05.2016**

विषय: 'अभिव्यक्ति की अभिरुचि' के तहत मुहरबंद निविदा के लिए आमंत्रण  
**Sub: Invitation of Sealed bids under 'Expression of Interest'.**

प्रिय महोदय **Dear Sir**

निदेशक, मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद, संस्थान के केन्द्रीय पुस्तकालय में वित्तीय वर्ष 2016-17 में मुद्रित पुस्तकों की सप्लाई तथा वर्ष 2017 (जनवरी से दिसम्बर) में मुद्रित जरनल्स की सप्लाई हेतु योग्य, प्रतिष्ठित एवं पात्र पुस्तक/जरनल्स सप्लायर्स के मनोनयन हेतु, निविदा दस्तावेज में दिए गए नियमों और शर्तों के अनुसार 'अभिव्यक्ति की अभिरुचि' के तहत, मुहरबंद निविदाएं आमंत्रित करते हैं:

Director, Motilal Nehru National Institute of Technology, Allahabad invites application for the empanelment of deserving Book suppliers for supply of books printed in the financial year 2016-17 & deserving Journals. Suppliers for the supply of printed journals in the year 2017 (January to December) in Central Library of the Institute, on the terms and conditions as per tender document:

Sl. No.	Description of Items	Quantity
1.	EMPANELMENT OF BOOK SUPPLIER FOR BOOKS/JOURNALS AT MNNIT ALLAHABAD	01 Job.

सभी इच्छुक तथा योग्य-पात्र निविदाकर्ता/बोलीदाता, इस निविदा दस्तावेज में दिए गए मापदंड के अनुसार, अपनी सर्वश्रेष्ठ प्रतिस्पर्धी बोलियों को प्रस्तुत करने के लिए आमंत्रित हैं। कृपया नीचे दिए गए रूप में अपनी निविदा/बोली को दो भागों में प्रस्तुत करें:

All interested eligible tenderers/bidders are invited to submit their best competitive bids as per the criteria given in this tender document. Kindly submit your bids (part-1 through OFFLINE and part-2 through ONLINE MODE ONLY) as under:

- तकनीकी बोली सभी संलग्नकों के साथ, तथा
- मूल्य बोली फॉर्मट-IV, निविदा के अनुसार
  - Technical bid with all annexure, and
  - Price bid (Format-IV), mentioned in the bid (**It must be submitted ONLINE mode ONLY**).

सभी अनुलग्नकों के साथ स्कैन किए गए निविदा दस्तावेज ऑनलाइन अपलोड करना तथा मुहरबंद निविदाएं नीचे दिए गए पते पर **14 जून, 2016 को 12:00 बजे तक** या इससे पहले निश्चित रूप से प्रस्तुत की जानी चाहिये।

Scanned tender document alongwith all annexure must be uploaded online and also sealed tenders must be submitted at the address given below, on or before **14 June, 2016 up to 12:00 hours:**

संकाय प्रभारी (क्रय) कार्यालय  
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
इलाहाबाद-211004

**Office of Faculty In-Charge**  
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY  
ALLAHABAD, ALLAHABAD-211004 (U.P.)

सभी प्राप्त निविदाओं को निविदाकर्ताओं/बोलीदाताओं के उन अधिकृत प्रतिनिधियों की उपस्थिति में, जो प्रक्रिया में भाग लेंगे **14 जून, 2016 को 15:00 बजे** खोला जाएगा, तथा अपनी उपस्थिति के साक्ष्य में एक रजिस्टर पर हस्ताक्षर करेंगे।

The received tenders will be opened on **14 June, 2016 at 15:00 hours** in the presence of authorized representatives of tenderers/bidders, who choose to attend and shall sign on a register evidencing their attendance.

निविदा सारांश / TENDER SUMMARY			
Tender Fee: ₹ 1000/-	Earnest Money Deposit (EMD) : ₹ 10,000/-		
fufonk vkjEhk gkus dh frffk / Date of ONLINE tender: <b>18-05-2016</b>			
	तिथि <b>Date</b>	समय <b>Time</b>	स्थान <b>Venue</b> (at MNNIT Allahabad)
ih fcm l Eeyu / Pre-bid conference	<b>27.05.2016</b>	at 15.00 Hrs.	Conference Room (Purchase office)
fufonk tek djus dh vfne frffk / Last date of submission of tender (ONLINE + Hard Copy)	<b>14.06.2016</b>	upto 12.00 Hrs.	Purchase Office
rduhdh ckyh OkeW&l dk [kkyk tkuk / Technical Bid (Format-I) Opening	<b>14.06.2016</b>	at 15.00 Hrs.	Conference Room (Purchase office)
eW; ckyh OkeW&l / Price bid (Format-IV) opening	To be published later		Conference Room (Purchase office)

**Faculty In-Charge (Purchase)**  
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD  
ALLAHABAD-211004 (U.P.)

## **General Terms & Condition**

1. The complete Tender Document can be viewed / downloaded from the e-Procurement portal i.e. **www.tenderwizard.com/MNNIT**.
2. A Vendor's Manual containing the detailed guidelines for e-Procurement system is also available on e-Procurement **portal of MNNIT** under tender wizard.
3. The scanned copy of DD/FDR receipt for tender fee/EMD must be uploaded on aforesaid tender wizard portal and sent in ORIGINAL with technical bid (Format-I) to purchase office.
4. Quotations received without tender fee will not be considered.
5. No request for extension of the due tender date will be considered.
6. Tenders received before the deadline shall be opened in the presence of attending tenderers/their authorized representatives on the same day.
7. In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
8. Late/Delayed offers will not be accepted.

### **अति आवश्यक सूचना**

### **VERY IMPORTANT NOTE**

इस निविदा से संबंधित सभी सुधार/शुद्धिपत्र/संशोधन, यदि जारी किये जाते हैं तो, निविदा दस्तावेज का भाग/अंश होंगे।

**Corrigendum, if issued any for the tender, shall form part of the Tender Document.**

सुधार/शुद्धिपत्र/संशोधन केवल मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद की वेबसाइट ([www.mnnit.ac.in](http://www.mnnit.ac.in)) पर ही उपलब्ध होंगे। बोलीकर्ताओं/निविदादाताओं से अनुरोध है कि इस संबंध में नियमित रूप से वेबसाइट देखते रहें, तथा निविदा दस्तावेज के सुधार/शुद्धिपत्र/संशोधन को बिना किसी त्रुटि के नोट करें व उसके अनुसार निविदा जमा करें।

**Corrigendum will be posted ONLY on MNNIT Allahabad website ([www.mnnit.ac.in](http://www.mnnit.ac.in)). Bidders/Tenderers are requested to visit MNNIT Allahabad website regularly and note the corrigendum / amendments to the tender without fail and submit the offer accordingly.**

सुधार/शुद्धिपत्र/संशोधन की अनभिज्ञता के लिये मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद जिम्मेदार नहीं होगा।

**MNNIT will not be responsible for ignorance of corrigendum.**

निविदा दस्तावेज जमा करने की अंतिम तिथि के उपरान्त कोई भी अंतरिम सवाल/प्रश्न ग्रहण नहीं किया जायेगा।

**After last date of receipt of Tender Documents, no interim query will be entertained.**

## **EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF SUPPLY OF BOOKS**

Director, Motilal Nehru National Institute of Technology Allahabad (U.P.) India invites proposal of Expression of Interest (EOI) from the eligible Publishers/Booksellers/Suppliers/Authorized dealers for empanelment in the MNNIT, Allahabad for the supply of books to its Central Library. Estimated cost of the books to be procured during the period is **Rs. 50.00 lakhs**.

### **Procedure:**

EOI complete in all respects must be submitted in sealed envelopes (**ONLINE + OFFLINE MODES**) which must be either delivered by hand or sent by registered post to Faculty In-charge (Purchase) MNNIT Allahabad, The Institute in no case will be responsible for late delivery or loss of the documents so posted.

EOI should be submitted with all necessary documents in a sealed cover alongwith the covering letter duly signed by an authorized signatory and the envelop should be addressed clearly mentioning there on %EOI for supply of Books+, along with advertisement number and date. If the envelop is not sealed and marked as required, the MNNIT Allahabad will assume no responsibility for the bids misplacement or premature opening. EOI received through E-Mail /FAX, or EOIs not in proper format or EOIs without appropriate and supporting documents will be likely to be rejected.

1. The amount of Earnest Money Deposit (**EMD**) shall be **Rs. 10,000/-** in the form of DD/FDR, drawn in favour of Director, MNNIT Allahabad, payable at Allahabad.
2. Tender form shall be complete in all respect. Incomplete tenders or tenders without EMD shall be treated as invalid.
3. Each and every page of the tender documents should bear the Signature (With date) and seal of tenderer/bidder.
4. The rates for each and every item shall be quoted in Figure and words, both. In case of any discrepancy in rates, the rates written in words shall prevail.
5. The scope for the work is available and can be seen on any working day during office hours by the Tenderers. The tenderer should quote his price taking into account all factors which may affect the work and cost.
6. The Competent Authority of MNNIT Allahabad, reserves the right to accept or reject any tender or all tenders without assigning any reason.
7. Conditional tenders will be summarily rejected.
8. The tender for the work shall remain open for acceptance for a period of One Hundred and Twenty days (120) from the last date of **ONLINE submission** of Price Bid (Format-IV) of tender.
9. These instructions shall form a part of the contract document.
10. The EMD of unsuccessful tenderers shall be refunded within one month after the award of work to the successful tenderer.
11. Rates quoted shall be firm, fixed, and inclusive of all taxes (including service tax), duties and levies, insurance etc.
12. Price Bid (Format-IV) will be through **ONLINE submission only**.
13. **(i) The tenderer/Bidder shall submit their offer as per Tender document:**

**Technical Bid (Format-I):** Technical Bid must be submitted ONLINE and ORIGINAL copy to be sent to Purchase Office on or before due date and time in a sealed envelope.

### **This envelope shall contain: -**

- (a) Firms Technical offer via tender terms and conditions alongwith the descriptive Catalogues/Pamphlets/Literature.
- (b) Tender form duly filled up as per the instructions given there in.
- (c) Earnest Money Deposit (**EMD**) **IN SEPARATE ENVELOPE** by way of Demand Draft/Fixed Deposit receipt (**FDR**) of any scheduled public sector Bank drawn in favor of %Director, MNNIT Allahabad+ and payable at Allahabad. This Envelope containing EMD Demand Draft/FDR must be superscribed 'Earnest Money Deposit for Tender'.
- (d) Tender fees of **Rs. 1000/- only** in form of Crossed Demand Draft issued by any Nationalized Bank in favour of **Director, MNNIT Allahabad**. This envelope containing the Demand draft of tender fees, must be superscribed as 'Tender fees for Tender'.

**[NOTE: Bidder has to pay e-tender processing fee to the ITI limited through e-payment gateway in the portal [Minimum Rs. 750 and Maximum Rs. 7500 of the tender value (Excluding Service Tax)]**

- (e) If any compliance statement is called for the commercial terms/contractual terms and conditions, the same is to be attached in this part.
- (f) Please note that the **PRICE SHOULD NOT BE** indicated in this part.
- (g) The Commercial terms such as payment terms, validity of the offer, taxes etc., shall come into this.
- (h) All the annexures alongwith tender document must be SCANNED and uploaded ONLINE and submitted in physical form to the Purchase office.

**NOTE:** The above envelope should further be sealed and superscribed as:

Tender No.: \_\_\_\_\_

Tender due on.: \_\_\_\_\_

Finally Envelope, bearing the sender firm's name and address either in printed or in rubber seal, etc. for ready identification, should be addressed to:

**Faculty In-charge (Purchase)**

Motilal Nehru National Institute of Technology Allahabad

Teliarganj, Allahabad-211004

**(ii) Price Bid (Format-IV):** Price Bid (Format-IV) must be submitted through ONLINE mode only.

**VERY IMPORTANT NOTE:** The **PRICE BID (FORMAT-IV)** should be submitted through **ONLINE MODE ONLY**. Please go through Website [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT)

**14. CHECK LIST FOR TENDER:**

All the information as called for in the various clauses and annexure of tender specification should be furnished. Please refer to the check list. The details so furnished should be complete in all respects and as per the formats prescribed in the Tender specification (Statutory requirement of Contract). The bidder may have to produce original documents for verification, if so decided by MNNIT Allahabad.

**(a) In Envelope:**

Enclosures:

- (i) E M D
- (ii) Tender fees
- (iii) Standard Forms enclosure from **FORMAT-I to FORMAT-III**.
- (iv) Successful Bidders' proposed site organization chart
- (v) Signature with date & seal of the tenderer/bidder on all pages of tender
- (vi) Any other Document as specified in the tender document.
- (vii) Copy of Pan Card
- (viii) Certificate of Registration for Sales Tax / VAT and Service Tax, legal identity of the firm \_\_\_\_\_ registered under Company Act, Societies Registration Act and licensing by the appropriate Govt. etc.
- (ix) List of documents required in support of Tenderer's Credentials.

**The PRICE BID (FORMAT-IV) should be submitted through ONLINE MODE ONLY. Please go through Website [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT)**

**Eligibility Criteria (Books suppliers)**

- 1- A vendor must have a minimum 05 years experience for books supplies.
- 2- The vendor must have average annual turnover of minimum **Rs. 5-00 Lakhs** per annum of supply of books only, in last 03 financial years.
- 3- Books supply performance certificates from Institutes/ Organizations like IITs, NITs, IISERs, IISC and other Central Universities must be enclosed with the bid.
- 4- Must have supplied books in Institute/Organization like IITs, NITs, IISERs, IISC and other Central Universities in one lot for a minimum value of **Rs. 5.00 Lakhs (Rupees Five Lakhs only)** during last three consecutive financial years.

OR

Two similar supplies of books in Institute/Organization (Only IITs, NITs, IISERs, IISC and other Central Universities) for a minimum value of **Rs. 2.5 Lakhs (Rupees Two lakhs and fifty thousand only )** each for last three consecutive financial years.

OR

Three similar supplies of books in Institute/Organization (Only IITs, NITs, IISERs, IISC and other Central Universities) for a minimum value of **Rs. 2.00 Lakhs (Rupees Two lakhs only )** each for last three consecutive financial years.

15. **TENDERER'S CREDENTIAL PROFORMA FOR PREQUALIFICATION OF BIDDERS/TENDERERS:**
- (a) These Proforma documents (in form of **FORMAT-I and FORMAT-III**) will form part of Pre-qualification bid, i.e., Technical Bid (As per format-I).
  - (b) Tenderer~~s~~ must submit documents ONLINE as well as in physical form, in support of pre-qualification criteria, as given in tender document.
  - (c) No document in support of minimum eligibility criteria will be accepted **after** opening of tender.

16. **E-Tendering procedure:**

**(a) Accessing/ Purchasing of Tender Documents**

- i. The complete Tender Document can be viewed / downloaded from the e-Procurement portal i.e. [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT).
- ii. A Vendor~~s~~ Manual containing the detailed guidelines for e-Procurement system is also available on e-Procurement portal of MNNIT under tender wizard.
- iii. It is mandatory for all the bidders to have class-III Digital Signature Certificate from any of the licensed Certifying Agency (Bidders can see the list of licensed Certifying Agencies from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Procurement of MNNIT Allahabad.
- iv. Tender documents will be available online on website [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT) on given date which can be downloaded free of cost till the last date and time of submission of tender.
- v. **Validity of Bidder's Registration on the e-Procurement portal of MNNIT Allahabad.**  
Bidders may note the following:
  - (i) It shall be the sole responsibility of the bidder(s) to keep the Registration valid up to the original/extended date of submission of bid.
  - (ii) Bids can be submitted only during the validity of their registration.
- vi. MNNIT Allahabad may issue addendum(s)/corrigendum(s) to the Tender documents. In such cases, the addendum(s)/corrigendum(s) shall be issued and placed on website [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT) and [www.mnnit.ac.in](http://www.mnnit.ac.in) at any time before the closing time of tender. The bidders who have downloaded the Tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the website for any such corrigendum/addendum till the time of closing of tender and ensure that bid submitted by them are in accordance with all the corrigendums/addendums.
- vii. The Tender documents shall be submitted online and on given date in the prescribed format given on the websites and bids received online and in physical form shall be opened at prescribed date. Detailed credentials as per the requirement of eligibility criteria and all Tender papers are to be submitted online.
- viii. Bidders cannot submit the Tender after the due date and time of e-bid submission. Time being displayed on e-procurement portal of MNNIT Allahabad (~~%Indian Standard Time~~) shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

**(b) MODIFICATION/SUBSTITUTION/WITHDRAWAL OF APPLICATIONS:**

- In the event of modification/substitution/withdrawal of the Application, the bidder may modify, substitute or withdraw the documents of its Application after submission but prior to the Application due date.
- i. For withdrawal of the documents of the Application, the bidder will have to click on withdrawal icon at Tender Wizard and can withdraw its Application. However it may be noted that once the bid has been withdrawn, bidder cannot participate again for the same e-tender. The bidder may modify or substitute the Bid documents of the Application after submission, provided that the bidder update the old documents submitted in the electronic form from the Tender Wizard and also upload the modified or substituted documents.  
**NOTE:** Do not withdraw your bid in case of any modification/substitution of application. Withdrawal will not allow further participation / modification / substitution of applications.
  - ii. The bidders are advised to submit their e-bids well before the e-bid due date. Tender wizard shall not be responsible for any delay in submission of e-bids for any reason whatsoever.
  - iii. The complete application shall be signed by the Authorized Signatory of the bidder & submitted **%n-line+and PRICE Bid should be filled and submitted ONLY through %nline+ MODE**. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in different file format (PDF, JPEG). Bidders can upload a single file of size 5 MB only but they can upload multiple files.

e-Tendering Registration Queries	Registration Help Desk	011-49424365	twhelpdesk680@gmail.com
DSC Queries	Help Desk	011-49424365	twhelpdesk377@gmail.com
For e-Tendering Queries	Help Desk	011-49424365	twhelpdesk551@gmail.com
	Mithlesh	07271044692	twhelpdesk828@gmail.com
	Abhishek Mani	08090426426	twhelpdesk360@gmail.com

**(c) Document Size:**

The following documents shall be prepared and scanned in different files (in PDF or JPEG format such that file size is not more than 5 MB) and uploaded during the on-line submission of Bid. These documents shall also be submitted in **ORIGINAL** to MNNIT Allahabad before the prescribed date & time for submission of Bids.

**(i) Minimum Requirements at Bidders end:**

- Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP, Window 7))
- ~ Broadband connectivity.
- ~ Microsoft Internet Explorer 7.0 or above/Equivalent.
- ~ Digital Certificate(s) for users.

**(d) Vendors Training Program:**

Every Saturday Training (10:00 to 17:00) would be provided. Training is optional. Vendors are requested to carry a laptop and Wireless Connectivity to Internet. Address For Training: Tender wizard B1/5A, 2<sup>nd</sup> floor, Mian Nazafgarh road, Near Janakpuri Metro East, Pin-110058. Cost of Training to bidders: Rs Nil/-(Free of cost).



## **Terms and Conditions for purchasing books**

### **1. Acknowledgement and acceptance of the order**

The Supplier is supposed to acknowledge the receipt of the order immediately by e-mail and speed post to the Librarian confirming his acceptance for supply of required titles to the library.

### **2. Delivery of books**

Only latest edition/new books should be supplied to the library. A certificate to the effect that the delivered books are not remaindered titles, should be furnished along with the bills.

The stipulated time of delivery will be as under:

- Books published in India (Indian and Foreign publications): 75 days from the date of issuing purchase order.
- The supply order will stand cancelled automatically for the books which are not supplied within the specified period.
- In case of unavailability of some ordered book(s), the supplier must inform the library about the same citing relevant reasons with documentary proof, within 15 days of receipt of the order of the books.
- Minimum 70% supply of books on each order must be maintained by the supplier.

### **3- The supplier shall append the declaration on the bill that**

- a. Only the latest editions of the books have been supplied
- b. The current prices of Publishers have been charged
- c. These are not remaindered titles
- d. The Indian/Low priced editions of these publications are not available in India

The delivery date may be extended by the Library for the forthcoming/announced titles subject to the proof given by the publisher itself but it will not exceed beyond current financial year.

### **4- Consignee and mode of dispatch**

All the available ordered books should be delivered immediately to Central Library, Motilal Nehru National Institute of Technology Allahabad, Allahabad-211004 (U.P.). No payment will be made by the MNNIT Allahabad on account of freight charges.

### **5- Dispatch of documents**

Intimation relating to the mode of dispatch should be made. Original document should be forwarded to the Librarian by registered post.

### **6- Preparation of bill**

The bill should be prepared as per details mentioned in purchase order(s).

### **7- Submission of bill**

The Supplier should submit the bill in duplicate mentioning the purchase order number and date along with price proof and it may be in the form of original import invoices, current publisher's catalogue, and publisher's price proof. **To accelerate the process of bill processing, the supplier may also enclose**

**currency conversion of RBI/Bank rates, declaration form** and copy of the purchase order issued by Central Library, MNNIT Allahabad, while submitting the bill. The bills should include the year of publication contained in the titles. According to the each order only two bills will be accepted.

**8- Price reasonability certificate**

A certificate should be incorporated in the bill stating that the price charged is correct. In the case of special price offers by the publisher, the same should be communicated to the Library.

**9- Price revision**

If there is any revision in the price of any of the publications mentioned in our purchase order, the supplier is required to inform us about such price revision and will obtain our concurrence before initiating the purchase processes for supply.

**10- Exchange rate**

Only the current RBI/Bank exchange rates shall be charged by the supplier and its copy must be attached with the bill. Exchange rate will be as per the date of billing.

**11- Latest edition and low price edition books**

Only latest edition be supplied, upto last 03 (three) years even though the purchase order may show the old edition. Due to budget constraints and demand for purchasing more number of books, the Library prefers to procure low priced edition. Thus, if a low priced edition of a book is available, then the supplier is encouraged to inform its availability of such types of titles, supply the same and bill may be prepared accordingly. Declaration is also needed on the bills.

**12- Discount**

Discount offered [should be at least] :

- (i) Minimum discount to be offered on all kinds of books will be 18%. In addition, at least following extra discount has to be offered.
- (ii) + 2% extra discount, if more than 20 copies of same titles are ordered.
- (iii) + 7% extra discount for Encyclopedia, Dictionary, Directory, Handbook etc.

**13- Penalty**

- (i) +2% penalty will be imposed on those books which are received after due date/time of the supply but within one month.
- (ii) +5% % penalty will be imposed on those books which are received after 01 month of due date/time of the supply but within two months.
- (iv) +10 % penalty will be imposed on those books which are received after 02 months of due date/time of the supply.

**14- Return of books in damaged/page missing condition/ not meeting ordered specifications**

In case a book supplied does not conform to specifications or if the pages are torn or missing or copy being old or not in good condition, the Supplier will be asked to take it back at his own expense and replace it within two months with a fresh bill, otherwise the order will stand cancelled. The Library will not be responsible for such books if it is not taken back or replaced within specified period.

**15- Delayed supply**

The purchase order remains valid upto 75 days from its date of purchase order. The Purchase order will get cancelled automatically if the books are not supplied within the stipulated period.

**16- Delisting of suppliers**

A Supplier who frequently supplies books that do not conform to the specifications or are not in good condition or special price offers from publishers are not mentioned, is liable to be delisted.

**17- Exclusive rights of Library**

The Library reserves the right to:

- Cancel an order at any time without specifying any reason.
- Change any clause in terms and conditions mentioned above in the interest of the Central Library



- 18- Those books under requisition, which are published by publication house. (Indian agencies) will be preferred for direct purchase from them, not through any books supplier/distributors. However, order for purchase may be placed on local distributors, if so desired by the publication house.
- 19- The supplier must provide information about his publishing house as per **Format -I**.
- 20- The supplier must attach a list of University/IITs/NITs and National importance institutions to which he has supplied books in the last three years along with duly attested proof.
- 21- The MNNIT Allahabad will enter into the contract initially for a period of one year, extendable for a further period not exceeding three years from the date of initial agreement depending on the mutual consent of the MNNIT Allahabad and the Agency with such modifications as may be felt necessary.
- 22- MNNIT Allahabad shall not make any advance payment to the supplier for the orders made by the MNNIT Allahabad.
- 23- The MNNIT Allahabad reserves the right to remove any such supplier from the empanelled list along with forfeiture of performance security, if the service provided by the supplier is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
- 24- The MNNIT Allahabad may empanel more than one supplier and shall be free to purchase books from any one or more of them. However, the act of empanelment shall not prohibit the MNNIT Allahabad of its right to purchase books directly without routing them through the empanelled suppliers.
- 25- The EMD fee/ Registration fee of ₹ **10,000/-** (Rupees Ten Thousand only) in the form of DD ( In favor Director, MNNIT Allahabad) should be attached with the application form, without which the offer would not be considered.
- 26- The MNNIT Allahabad reserves the right to reject any application without assigning any reason.
- 27- In case a firm fails to supply the ordered books on mentioned discount rates, firm will be blacklisted and no further order/s would be placed.
- 28- In case of any dispute the decision of the Institute Director shall be treated as final and shall be subject to the jurisdiction of the courts in Allahabad, India.

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This format as given below must be SCANNED (duly signed and stamped) and uploaded ONLINE on portal [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT) and submitted in physical to the purchase office on or before due date and time.

**<Company Letterhead of Bidder/Tenderer>**

**FORMAT-I  
(For Technical Bid)**

**EMPANELMENT OF BOOK SUPPLIERS IN LIBRARY  
Year 2016-17**

Name of the firm : \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

PAN No. \_\_\_\_\_ Bank Account No. \_\_\_\_\_

Contact Number Landline \_\_\_\_\_ Mobile \_\_\_\_\_

FAX Number \_\_\_\_\_

e-Mail ID \_\_\_\_\_

Acceptance of terms and conditions \_\_\_\_\_

**List of Enclosures**

1- DD No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_

Name of the Bank & Branch \_\_\_\_\_

2- Copy of the certificate of membership of federation of publishers and booksellers Association of India.

3- Copy of PAN card

4- List of Customers entertained during the last 03 year

5- Last three years turnover. (Financial Year 2015-2016, 2014-2015, & 2013-2014)

( Provide audited balance sheet and income tax return for the financial Year 2015-2016, 2014-2015, & 2013-2014).

6- Supply performance certificates from minimum 03 organizations (IITs, NITs, IISERs, IISc and others central/ state universities or organizations) for the last three years.

Name of the authorized signatory \_\_\_\_\_

**Signature of authorized person of the firm along with date and seal**

<Company Letterhead of Bidder/Tenderer>

**Format-II**

**Declaration form**

Library order No. \_\_\_\_\_ . Date \_\_\_\_\_ ..

I Certify that :

- 1- Books have been supplied as per Terms and conditions approved by Central Library of the Institute.
- 2- Books of each title have been supplied of latest edition and current price of the publishers have been charged.
- 3- The books supplied by us are neither pirated nor remainder. Only in the event of non-availability of Indian reprint/paper back/low priced edition publication, hardbound high priced books of the required title have been supplied.

In case any discrepancies arise in the books supplied by us, we will be held responsible for the same and we undertake to return the payment received by us for the same.

Date : \_\_\_\_\_ ..

\_\_\_\_\_  
Signature of the Authorized Signatory

Name in BLOCK Letter \_\_\_\_\_

Full Address : \_\_\_\_\_  
\_\_\_\_\_ ..

Seal of the firm \_\_\_\_\_

**This format as given below must be SCANNED (duly signed and stamped) and uploaded ONLINE on portal [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT) and submitted in physical to the purchase office on or before due date and time.**

**Format-III**  
**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT.TENDER BY**  
**DOT/GOVT. DEPT**

**(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----  
 -----has not been blacklisted or debarred in the past by MNNIT Allahabad or any  
 other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.---  
 -----was not blacklisted or debarred by MNNIT Allahabad, or any other  
 Government Department from taking part in Government tenders for a period of ----- years w.e.f.-----.

The period is over on-----and now the firm/company is entitled to take part in Government tenders. In case the above  
 information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MNNIT Allahabad, and EMD/SD  
 shall be forfeited. In addition to the above MNNIT Allahabad, will not be responsible to pay the bills for any completed/ partially  
 completed work.

**Signature** .....  
**Name**.....  
**Capacity in which assigned:** .....  
**Name & address of the firm:** .....  
**Date:** .....

Signature of Bidder with seal.

**This Format as given must be submitted ONLINE MODE ONLY on website [www.tenderwizard.com/MNNIT](http://www.tenderwizard.com/MNNIT).**

**FORMAT-IV**  
**(For Financial Bid)**

**EMPANELMENT OF BOOK SUPPLIERS IN LIBRARY**  
**Year 2016-17**

S.L.	Types of Publications	Rates of Discount on Published price converted into Rupees at Bank Exchange Rates /RBI approved rates from time to time
1.	<b>Books</b> Indian/Foreign Publication, Central and state Govt. publication, Institutions/Societies Publication	
2.	Dictionaries, Encyclopedia, Directory & Handbooks etc.	

**Terms of Supply**

.....  
 .....  
 .....  
 .....

Name of the authorized signatory \_\_\_\_\_

**Signature of authorized person of the firm along with date and seal**