



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref. No. IIITA/SP/NIT/456/1571 /2022
Date:10/05/2022

EXPRESSION OF INTEREST

Empanelment of Vendors for Supply of Books to Central Library, IIIT Allahabad

S.No.	Description	Date	Time
1.	Tender Issue date	10/05/2022	-
2.	Last date for Submission :	31/05/2022	12:00 Noon
3.	Opening of Tender :	31/05/2022	16:00 PM

Indian Institute of Information Technology Allahabad (IIIT Allahabad) invites library book vendors/suppliers to participate in the process of "Empanelment for Supply of Books" to the Central Library in the prescribed format.

This empanelment will be valid initially for a period of two consecutive years from date of award (*w. e. f. 1st July, 2022 to till 31st March, 2024*) which may be extended to further one year **on the basis of satisfactory performance.**

Interested library book vendors/suppliers should submit application form in sealed envelope superscribing "Application for Empanelment for Supply of Books to Central Library, IIIT Allahabad" along with the requisite documents (original or photo copy as instructed) addressed to "Joint Registrar (S&P) Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj-211015, U. P."

Last date for Submission of Applications: 31/05/2022 till 12.00 noon.

Instructions for the library book vendors/suppliers

- The application should be signed by an authorized signatory of the firm bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- Book vendors/suppliers selected for empanelment will have to deposit interest free security money of Rs. 20,000/- (Rupees twenty thousand only), which should be directly transfer into the bank account (IIIT-A General AC) of Indian Institute of Information Technology Allahabad through RTGS/NEFT.

The detail of institute's Bank account is as below;

Bank Account Name: IIIT-A General AC

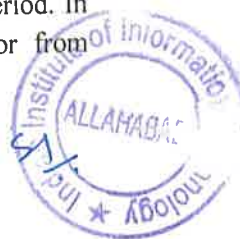
Bank Name: Indian Overseas Bank

Address: 61, M.G. Marg, Civil Lines, Allahabad

Account No.: 035001000060976

IFSC Code: IOBA0000350

- The security money will be refunded on request after completion of the empanelment period. In case of self withdrawal or dissolution of empanelment or termination of vendor or from



whatsoever reason may be, refund will be made through electronic mode after deduction of dues or penalty levied if any.

- d) The selected vendors/suppliers for empanelment have to enter into an agreement with the Registrar, IIIT Allahabad on a non judicial stamp paper of Rs.500/- (duly attested by the Notary), the cost of which has to be borne by the vendor/supplier. The agreement would have to be signed within 21 days by the awarded firm from the date of issue work order/ Award of contract.
- e) On receipt of requisition, the Library will float an enquiry through the designated email ID (lib.enquiry@iiita.ac.in) among the empanelled vendors for availability, price, discount, supply period, etc. Vendor/supplier has to submit the quotation in the supplied format (Annexure-1) within 03 working days from the date of enquiry by reply mail. This procedure will be followed till the implementation of e-Procurement System of GoI by IIITA. Necessary procedural changes in enquiry will be communicated to the empanelled vendors at the time of implementation.
- f) The Purchase order will be awarded on the basis of highest discount (minimum discount fixed by IIITA plus the additional discount offered by the vendor) offered on the list price for the specific title for which IIITA made an enquiry.
- g) The vendor will send an acceptance through reply mail on receipt of the purchase order within 03 working days, failing to which the order will be automatically cancelled and library will place fresh purchase order to the next empanelled vendor who offered second highest discount for the same title at the time of enquiry and so on.
- h) IIIT Allahabad will cancel the order and impose a penalty @ 0.5% on the MRP if the vendor/supplier fails to supply the title within the stipulated time as mentioned in the purchase order plus grace period is applicable. The penalty will be deducted from the invoice amount or from security deposit. Fresh purchase order for such unsupplied title(s) will be issued to the next empanelled vendor who offered second highest discount at the time of enquiry and so on.
- i) The vendor should have a valid membership of the Federation of Publishers/Booksellers Association in India or of any such relevant national/state registered body.
- j) The Institute reserves the right to approve or reject any or all applications in whole or in part without assigning any reason thereof. The decision of the Institute shall be final and binding on the vendor/supplier in respect of any clause covered under the empanelment.
- k) Applications received without requisite documents or after the due date will be rejected.



Micro, Small And Medium Enterprises (MSMEs)

a). In view of the public procurement policy, 2012 for micro, small & medium enterprises issued by the Ministry of micro, small & medium enterprises and its subsequent amendments, in case the Bidder is a micro or small enterprise registered with district industries centers or khadi and Village industries commission or khadi and village industries board or coir board or national Small industries corporation or directorate of handicrafts and handloom or any other body Specified by ministry of micro, small and medium enterprises or having Udyog Aadhar Memorandum:

- i. Tender documents shall be issued to MSMEs free of cost.
- ii. MSMEs shall be exempted from payment of EMD.
- iii. Purchase preference under public procurement policy, 2012 for MSMEs.

B). Purchase preference

- i. The owner reserves the right to allow micro & small enterprises as well as MSMEs owned by SC/ST entrepreneur and MSMEs owned by women, purchase preference as admissible under the prevailing procurement policy for MSMEs.
- ii. The quantity against the item(s) of MR(material requisition) may be split to enable ordering of 25% quantity Against the item(s) of MR to MSMEs bidder within the price range of L1 bidder's evaluated price +15% subject to their matching L1 bidder's price, inline with purchase preference as Admissible under the prevailing procurement policy for MSMEs. Accordingly, the quoted prices against various items of MR shall remain valid in case of splitting of quantities of the items in view of the same.

Out of this 25% from MSMEs, 4% is to be from MSMEs owned by SC/ ST entrepreneurs. However, in event of failure of MSMEs owned by SC/ ST entrepreneurs to participate in the Bidding process or meet the tender requirements and l1 price, 4% will be met from other MSMEs.

Additionally, out of 25% from MSMEs, 3% is to be from MSMEs owned by women. However, in Event of failure of MSMEs owned by women to participate in the bidding process or meet the Tender requirements and L1 price, 3% will be met from other MSMEs. While granting purchase preference as above, procurement of goods through MRs may Include certain small work, or some services, which are incidental or consequential to supply of such goods such as transportation, insurance, installation, commissioning, training & Maintenance.

Clarification:

- i. In case where quantity against a line item cannot be split (i.e., minimum 25% to MSMEs) or Items with single quantity or in grouped item, the complete line item/ group shall be awarded On MSMEs bidder within the price range of L1 bidder's evaluated price + 15% subject to their Matching L1 bidder's price.
- ii. In case, quantity (i.es) against an item/ group cannot be split among MSMEs owned by SC/ST entrepreneurs, MSMEs owned by women and non- SC/ST or non-women MSMEs Entrepreneurs, first opportunity shall be given to MSMEs owned by women than to MSMEs Owned by SC/ST entrepreneurs and lastly to other MSMEs, within the price range of L1 non- MSMEs bidder's evaluated price + 15%.

C). MSMEs bidders shall submit the following:

- i. Micro, Small or Medium enterprises shall submit the documentary evidence that the bidder is a Micro, Small or Medium enterprises registered with district industries centers or khadi and village Industries commission or khadi and village industries board or coir board or national small Industries corporation or directorate of handicrafts and handloom or any other body Specified by ministry of micro, small and medium enterprises.



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With effect from 18.09.2015, the MSMEs registered under Udyog Aadhar memorandum are also eligible to avail benefits under pp policy for MSMEs. Accordingly, Udyog Aadhar memorandum stating bidder's registration in micro, small and medium category shall also be considered.

- ii. Micro, Small and Medium enterprises shall be considered as owned by SC/ST entrepreneurs as Per the below definition:

In case of proprietary MSMEs, proprietor should be SC/ST.

In case of partnership MSMEs, the SC/ST partner(s) should be holding at least 51% Shares in the unit.

In case of limited companies, at least 51% share should be held by SC/ST Shareholder(s).

In order for MSMEs owned by SC/ST entrepreneurs to qualify for benefits available under Public procurement policy for MSMEs order 2012 to SC/ST entrepreneurs, the MSMEs Shall additionally submit a relevant SC/ST certificate in the name of SC/ST proprietor Or partner(s) holding minimum 51% shares in case of partnership or person(s) holding Minimum 51% shares in limited companies, issued by any of the following:

District magistrate/ Additional District magistrate/ Collector/ Deputy Commissioner/ Deputy collector/ First class Stipendiary magistrate/ city magistrate/ sub-divisional Magistrate/ Taluka magistrate/ Executive magistrate/ extra assistant commissioner (not below the rank of ist class stipendiary magistrate).

Chief presidency magistrate/ additional chief presidency magistrate/ presidency Magistrate.

Revenue officers not below the rank of Tehsildar sub-divisional officer of the area where the candidate and/ or his family normally resides.

Administrator/ secretary to administrator/ development officer (Lakshadweep Islands).

- iii. Micro, Small and Medium enterprises shall be considered as owned by women entrepreneurs as per The below definition:

In case of proprietary MSMEs, proprietor should be women.

In case of partnership MSMEs, the women partner(s) should be holding at least 51% shares in the unit. In case of limited companies, at least 51% share should be held by women shareholder(s).

In order for MSMEs owned by women entrepreneurs to qualify for benefits available under Public procurement policy for MSMEs order 2012 to women entrepreneurs, the MSMEs shall Additionally submit the following:

In case of a proprietorship firm, the name and address of proprietor, and certified copy of bank account details.

In case bidder is a partnership firm, certified copy of the partnership deed. In case of company (whether private or public), certified copy of the 'certificate of Incorporation' together with certified copy of memorandum/articles of association.

- iv) The above documents submitted by the bidder shall be duly certified (in original) by a notary Public or statutory auditor of the bidder or a practicing chartered accountant (not being an Employee or a director or not having any interest in the bidder's company/firm) where audited Accounts are not mandatory as per law.
- v) If the bidder does not provide the appropriate document or any evidence to substantiate the above, then it will be presumed that he does not qualify for any preference admissible in the public procurement policy, 2012.



Agreement of Empanelment and Book Supply Terms and Conditions

This agreement of vendor empanelment and book supply "Terms and Conditions" is executed on 1st of July, 2022 or actual date between the **Registrar, Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, U.P.** (hereinafter referred as IIIT Allahabad) on the first part.

and

_____ (hereinafter referred as the vendor) on the second part.

Whereas IIIT Allahabad invited the vendor to participate in the empanelment process to supply books to Central Library, IIIT Allahabad and the vendor participated and selected in this process by IIIT Allahabad to supply books for a period of Two consecutive financial years (or as decided by IIIT Allahabad) w. e. f. date of award of contract/ Work order 1st July 2022 or actual day of execution, which may be extended for further one year on the basis of satisfactory performance and whereas the vendor has agreed upon to the supply "Terms and Conditions" as laid down by IIIT Allahabad

NOW THEREFORE IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN BOTH THE PARTIES HERE TO AS FOLLOW:

1. Enquiry on availability of books:

- a) IIIT Allahabad may float an enquiry (online/offline) to all the empanelled vendors for the requested title(s) and number of copies along with all mandatory bibliographic details in the prescribed format (Annexure-1).
- b) IIIT Allahabad will mention the last date of submission of quotation depending upon the number of titles contained in each enquiry for the convenience of the vendor.
- c) The vendor will submit quotation within the given period of time as mentioned in the enquiry through reply email or sealed/closed envelopes or any mode as per prevailing practice by IIIT Allahabad.
- d) The quotation must contain Title, Author, Publisher, ISBN, Edition, Binding Type (Pbk/Hbk), List Price, Discount and Supply Duration.
- e) IIIT Allahabad will not follow up the vendor for every enquiry and will not wait beyond the stipulated time mentioned in the enquiry for getting financial bid from all.

2. Purchase Order:

- a) IIIT Allahabad will award purchase order on the basis of comparative evaluation of the quotation received against enquiry. The order will be awarded on first come first serve basis if more than one vendor quotes same percentage of discount.
- b) In case of Out of Print title(s), the empanelled vendors may be approached to buy the title(s) from online vendor and supply to IIIT Allahabad. In such cases, Purchase Order will be placed to the vendor who offered lowest quotation.



- c) The vendor will send an acceptance through reply mail on receipt of the purchase order within 03 working days, failing to which the order will be automatically cancelled and place to the next vendor in the queue of comparative evaluation of the quotation.
- d) The vendor will strictly supply book(s) as per the purchase order(s).
- e) Any clarification/query regarding the purchase order should be sought from Deputy Registrar (Library), IIT Allahabad within 03 working days of receipt of the order.
- f) The vendor will supply latest edition of book published till the date of supply, unless IIT Allahabad specifically mentioned the previous edition of the book. Also, the vendor must take care of supply all supplementary materials accompanied with the ordered title.
- g) The vendor will preferably supply the paperback/low price/Indian editions in comparison to hard bound edition of any book.
- h) In case of any confusion regarding supply of book, the vendor has to get confirmation from Deputy Registrar (Library), IIT Allahabad through email.

3. Time Frame for Supply and Cancellation of Purchase Order:

- a) Indian book: 45 working days and Foreign book: 90 working days (from the date of purchase order)
- b) IIT Allahabad keeps a provision of granting a grace period of up to 07 days on receipt of prior request with proper justification and documentary proof.
- c) The purchase order will be automatically cancelled, either in case of (i) non-receipt of acceptance of the purchase order within 03 working days through reply mail, or (ii) on expiry of purchase order, whatsoever the reason may be.

4. Delivery of Books:

- a) The vendor will send the books addressed to “**The Deputy Registrar (Library), Central Library, Indian Institute of Information Technology Allahabad, Devghat, Jhalwa, Prayagraj – 211 015, Uttar Pradesh (India)**”, through any surface mail mode. V.P.P. is not accepted by IIT Allahabad.
- b) It is the responsibility of the vendor to deliver complete book in all respect as per purchase order and in good condition. In case of any discrepancy found in the book(s) delivered to IIT Allahabad, the vendor is liable to take back the book at its own expense and supply the proper book(s) within a legitimate period; otherwise the order will be cancelled. IIT Allahabad does not have any responsibility for such books if not taken back and replaced by the vendor.
- c) The vendor is liable to replace the book(s) having printing faults, even noticed by IIT Allahabad after its payment and technical processing in the library.
- d) The cost of packing, freight charges, loading, unloading etc. at both the ends is inclusive and shall be borne by the vendor except some special cases (subject to prior approval from IITAA). The vendor has to bear all transit risks.
- e) It will be mandatory for empanelled vendor/suppliers to supply ordered books within the stipulated period. In case of titles that are not quoted/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.

5. Invoicing/Billing and Payment:

- a) The vendor will submit two copies of the invoice in the name of Deputy Registrar (Library), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Prayagraj–211015, U. P.
- b) The invoice should bear the purchase order details and all standard information as required for the library and accounts point of view. Book titles should be listed in the same order as in the purchase order. It should not contain the titles of more than one order. Revenue stamp should be affixed on the original bill duly signed by the vendor.



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- c) The vendor has to submit the bills of foreign books in original currency and converted to Indian rupees as per exchange rate of any nationalized bank applicable in the date of invoice.
- d) The vendor should submit self certified copy of bank exchange rate proof along with each invoice contain foreign currency.
- e) The vendor must submit publisher's/distributor's/dealer's price catalogue/invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
- f) The invoice(s) received in accordance to purchase order, accompanied by necessary proofs and materials delivered in good condition will be processed by IIIT Allahabad and payment will be made tentatively within 45 days of from the date of satisfactory report.
- g) IIIT Allahabad will make all payments to vendor in electronic mode as applicable at the time of payment.

6. Bank Exchange Rate:

- a) IIIT Allahabad will consider the bank exchange rate of any nationalized bank located in India.
- b) The date of bank exchange rate proof should be same as the date of invoice and it should be duly signed by the vendor.

7. Minimum Discount:

- a) The vendor has agreed to offer the following discount in general to IIIT Allahabad on list price. The cost of packing, freight charges, loading, unloading etc. at both the ends will be borne by the book vendor. This discount is also applicable in case of books acquired through on approval and exhibition.

S. N.	Document Types (foreign and India books)	Minimum Discount (%) (on publisher price)
1	General Books	20%
2	Handbooks, Dictionaries and Encyclopedias etc.	30%
3	Short discount and Low price edition titles (where vendor earns less than 20% discount)	(Publisher price – Discount earned) + actual shipping charged + 10% of publisher's price
4	Government and Society publications and No discount titles	Publisher price + actual shipping charged + additional 10% of publisher price
5	Hindi, Sanskrit or other Regional Language Books	10%

8. Security Deposit:

- a) The vendor short listed for empanelment has to deposit interest free security money (refundable) of Rs. 20,000/- (Rupees twenty thousand only) to be deposit in Institute account as details given in page 1/13 of EoI.
- b) Validity of security deposit will be 26 months from the date of signing of agreement.
- c) The above security deposit will be refunded to the vendor through electronic mode after deduction of dues or penalty levied, if any, on completion/termination of empanelment.

9. Evaluation of Service, Penalty and Termination

- a) IIIT Allahabad will maintain a performance record of the vendor's response to enquiry, supply of book(s) within and after the committed time period, and number of book(s) unable to supply.
- b) IIIT Allahabad will share the performance record of the vendor on completion of 1st half of the financial year 2022-23 as a reminder for improvement purpose.
- c) IIIT Allahabad may discuss and evaluate the performance record of the vendor in its Library Committee to review the vendor service on completion of the financial year 2022-23.
- d) On the basis of the recommendation of the Library Committee, IIIT Allahabad is free to levy financial penalty on vendor along with blacklisting/terminate the vendor at any time during the empanelment period.



- e) IIIT Allahabad will deduct the financial penalty levied upon the vendor from its invoice amount or from the interest free security deposit of the vendor.
- f) The vendor/supplier shall be responsible for the faithful compliance of the provisions of the empanelment. Any breach or failure to perform the same may result in termination of the empanelment and forfeiture of the security deposit as well as other legal recourse.

10. General:

- a) IIIT Allahabad does not assure any business guarantee and the vendor is not allowed for any business claim. The distribution of purchase order during the empanelment period is performance based and comes under the prerogative of IIIT Allahabad.
- b) IIIT Allahabad reserves the rights to cancel the whole empanelment or terminate the vendor at any point of time during the empanelment period without assigning any reason. Decision of the Director, IIIT Allahabad will be final and binding in all cases.
- c) IIIT Allahabad reserves the right to deal directly with the publisher for any type of resources if required.
- d) IIIT Allahabad reserves the right to appoint additional vendor(s) if the institute observed the procurement of books adversely affected due to the empanelled vendor(s).
- e) IIIT Allahabad may add, modify or withdraw any clause in the agreement during the empanelment period in exigencies.
- f) The empanelled vendor is free to withdraw after completion of at least one year from the day of empanelment by submitting a request well in advance and claim the interest free security deposit. But, IIIT Allahabad may blacklist such vendor to entertain in future empanelment process.
- g) The vendor has to share its official email address(s) (maximum two) for any communication.
- h) IIIT Allahabad will preferably use the electronic mail as the mode of communication for quick service unless and until any special requirement of the traditional mode of communication.
- i) All matter of dispute will be subject to legal jurisdiction of the courts at Allahabad (Prayagraj) only.

IN WITNESS WHEREOF BOTH THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT THE DAY AND YEAR WHEREIN ABOVE WRITTEN.

Signed for and behalf of

Signed for and behalf of

For IIIT Allahabad

For

(Signature, Date & Official Seal)

1. Signature, Date & Official Seal of Vendor

Registrar, IIIT Allahabad

Name

2. Signature, Date & Official Seal of Vendor

Name

Designation

Witness

Witness

Designation




5/

TAXES, DUTIES AND LEVIES

Provisions mentioned in the General Conditions of Contract (GCC) shall stand modified to the following extent:

- i. The quoted price shall be deemed to be inclusive of all taxes and duties except "Goods and Services Tax" (hereinafter called GST) (i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and GST compensation Cess if applicable).
- ii. Contractor/vendor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by IIIT ALLAHABAD/Client. In the event that the contractor / vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules there under, IIIT ALLAHABAD / Client shall not be liable to make any payment on account of GST against such invoice.
- iii. GST shall be paid extra against receipt of tax invoice and proof of payment of GST to government. In case of non-receipt of tax invoice or nonpayment of GST by the contractor/vendor, IIIT ALLAHABAD shall withhold the payment of GST.
- iv. GST payable under reverse charge for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/vendor but will be directly deposited to the government by IIIT ALLAHABAD/Client.
- v. Where IIIT ALLAHABAD has the obligation to discharge GST liability under reverse charge mechanism and IIIT ALLAHABAD/client has paid or is /liable to pay GST to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to IIIT ALLAHABAD with respect to such payments is not available to IIIT ALLAHABAD for any reason which is not attributable to IIIT ALLAHABAD, then IIIT ALLAHABAD shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by EIL to Contractor / Supplier.
- vi. The Supplier shall always comply with the requirements of applicable laws and provide necessary documents as prescribed under the Rules & Regulations, as applicable from time to time. In particular, if any tax credit, refund or other benefit is denied or delayed to IIIT ALLAHABAD due to any non-compliance / delayed compliance by the Supplier under the Goods & Service Tax Act (such as failure to upload the details of the sale on the GSTN portal, failure to pay GST to the Government) or due to non-furnishing or furnishing of incorrect or incomplete documents by the Supplier, the Supplier shall be liable to reimburse IIIT ALLAHABAD for all such losses and other consequences including, but not limited to the tax loss, interest and penalty.
- vii. Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Contractor / Vendor is denied by the tax authorities to IIIT ALLAHABAD for reasons attributable to Contractor / Vendor, IIIT ALLAHABAD shall be entitled to recover such amount from the Contractor / Vendor by way of adjustment from the next invoice. In addition to the amount of GST, IIIT ALLAHABAD shall also be entitled to recover interest at the rate prescribed under GST Act and penalty, in case any penalty is imposed by the tax authorities on IIIT ALLAHABAD.
- viii. TDS under GST, if applicable, shall be deducted from contractor's/vendor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/vendor.
- ix. The Contractor will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the Contractor shall avail and pass on benefits of all exemptions/ concessions available under tax laws.
- x. No variation on account of taxes and duties, statutory or otherwise, shall be payable by IIIT



ALLAHABAD to contractor/vendor except for GST. Any statutory variation for GST shall be payable up to contractual date of completion against documentary evidence. In case, input tax credit of GST is available to IIIT ALLAHABAD beyond Contractual completion date, the same may be reimbursed by IIIT ALLAHABAD. Any reduction in taxes and duties included in the price shall be passed on to IIIT ALLAHABAD.

- xi. Any new taxes, duties, cess, levies notified or imposed after the submission of last /final price bid but before the contractual date of completion of work shall be to IIIT ALLAHABAD Account.
- xii. The contractor will be liable to ensure to have registered with the respective tax authorities and to submit self-attested copy of such registration certificate(s) and the Contractor will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/ E-way Bill, if applicable etc.
- xiii. In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.
- xiv. IIIT ALLAHABAD will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where IIIT ALLAHABAD is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

(B) INCOME TAX & CORPORATE TAX

Income Tax deductions shall be made from all payments made to the Contractor as per the rules and regulations in force in accordance with the Income Tax Act prevailing from time to time.

Corporate Tax Liability if any shall be to Contractor's account.

(C) FIRM PRICE

The contracted prices shall be firm and fixed except as per the provisions stated in the Bidding document till the completion of contract in all respects and no escalation in prices on any other account shall be admissible to the Contractor.



**Application Form for the Empanelment of Vendors for Supply of Books to
Central Library, IIT Allahabad**

(Note: Read the Agreement of Empanelment and Book Supply Terms and Conditions carefully before filling the form)

1. Details about the Firm

- Name:
- Address(es) of Head Office & Branches with telephone numbers, fax numbers, email addresses, and website, if any:
.....
.....
.....
- Mobile number:.....
- Email Id (for all official correspondence after empanelment):
 - (i)
 - (ii)
- Type of Proprietorship:
.....
- Name and address of Directors / Managing Directors / Proprietors:
.....
.....
- If partnership, name and address of Partners
.....
.....
.....
- Registration No.:..... (attach proof)
- Direct Import license.:..... (attach proof)
- GST No.:..... (attach proof)
- Membership of any National/State Level Booksellers and Publishers Association
.....(attach proof)

2. Mandatory Information:

- Bank Details:
 - Name of Account Holder:.....
 - Bank A/c Number:.....
 - Name of Bank & Address.....
 - IFSC:.....
 - Name of the authorized signatory:.....



- Specimen signature of the authorized signatory:.....
- TIN/PAN No.:(attach proof)
- Copy of Income Tax returns for A.Y. - 2021-22, 2020-21, & 2019-20
- Annual Turnover of the Firm duly certified by a Charter Accountant for F.Y. 2020-21, 2019-20 & 2018-19(attach proof)
- Proof of current empanelment with CFTIs and Central Universities of MoE and other equivalent higher education & research institutes of Gol..... (attach proof)
- Proof of Business with CFTIs and Central Universities of MoE and other equivalent higher education & research institutes of Gol for F.Y. 2020-21, 2019-20 & 2018-19(attach proof in original duly issued by the institute/university)

3. Discount wish to offer over the discount fixed by IIIT Allahabad

S. No.	Document Types	Discount Fixed by IIITA (%) (on publisher price)	Additional Discount (%) offered by Vendor over the Discount fixed by IIITA	Supply Time (Maximum)	
				Foreign	Indian
1	General Books	20%			
2	Handbooks, Dictionaries and Encyclopedias etc.	30%			
3	Short discount and Low price edition titles (where vendor earned less than 20% discount)	(Publisher price – Discount earned) + actual shipping charged + 10% of publisher's price			
4	Government and Society publications and No discount titles	Publisher price + actual shipping charged + additional 10% of publisher price			
5	Hindi, Sanskrit or other Regional Language Books	10%			

4. Enclosure details (all original documents and photo copies enclosed should be self attested)

- | | |
|--------------------------------|---------------------------------|
| (1).....(Original/ Photo Copy) | (2).....(Original/ Photo Copy) |
| (3).....(Original/ Photo Copy) | (4).....(Original/ Photo Copy) |
| (5).....(Original/ Photo Copy) | (6).....(Original/ Photo Copy) |
| (7).....(Original/ Photo Copy) | (8).....(Original/ Photo Copy) |
| (9).....(Original/ Photo Copy) | (10).....(Original/ Photo Copy) |



DECLARATIONS

- a) I/We _____
as the Proprietor(s)/Partners of the firm do hereby declare that the entries made in this application form are true to the best of my/our knowledge.
- b) I/We also hereby declare that all matters related to IIIT Allahabad shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- c) 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.
- d) I/We assure that if empanelled, the firm will serve the Institute for a minimum period of two year.
- e) I / We have read and understood the Terms and Conditions of IIIT Allahabad as mentioned in the document and consciously agree to abide by them.
- f) I/We have gone through the penalty clause of IIIT Allahabad and abide by the same in case violation of commitments and adhere to the decision of the IIIT Allahabad.

Signature of Proprietor(s)/Partners with Date

Place:

Seal:



Part-A

Notice Inviting Quotation

Tender Enquiry No. IIITA/LIB /EMP/...../2022

Date: / /

The Central Library, Indian Institute of Information Technology Allahabad invites quotation in the given format (Part-B) from the empanelled book vendors/suppliers empanelled through reference no. IIITA/LIB /EMP/...../2022 date / /

1. **Brief Details of item(s)/ material:** see Part-B
2. **Contact for information for any technical details:** Jr. Superintendent (Library) Tel. No: 0532-2922079, Email: lib.enquiry@iiita.ac.in
3. **Submission of Quotation to:** Deputy Registrar (Library), Central Library, IIIT Allahabad, Deoghat, Jhalwa, Prayagraj – 211015
4. **Last Date and Time of Submission:** On or before / / (6.00 PM)
5. **General Terms and conditions:** As per the Agreement signed

6. Important Note:

- i) Vendors are requested to refer institute website regularly for any update/corrigendum issued, if any till last date of quotation submission.
- ii) Quotations should be submitted through reply email or sealed/closed envelopes or any mode as per prevailing practice by IIIT Allahabad.

Part-B

Price Quotation Format

Enquiry No. IIITA/LIB /EMP/...../2022

Date: / /

Sl. No.	Title	Author(s)/ Editor(s)	Publisher	year/ edition	ISBN	No. of Copies	Currency	Unit Price	Min. Disc. % fixed by IIITA (General / Reference Books)	Disc. % offered (Above the min. disc.)
									20/30	
									20/30	
									20/30	
									20/30	
									20/30	
									20/30	



Signature of the Vendor
Date
Seal