



भारतीय सूचना प्रौद्योगिकी संस्थान कोटा  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY KOTA  
2nd Floor, Prabha Bhawan, MNIT Jaipur, JLN Marg, Jaipur -302017  
Ph: 0141-2715071, Email: office@iiitkota.ac.in

## Limited Tender Document For Purchase of Books for Library, IIIT Kota

**Tender No: IIITK/Library/01/2017-18**

Approximate Cost : Rs 15.00 Lac ( Fifteen Lac only )

Last date & Time of submission: : 15.03.2018 at 2.00 P.M.

Date of opening of bids : 15.03.2018 at 3.00 P.M

Tender Fee: Rs 500 (Non-refundable)

Earnest Money Draft (EMD): Rs 50000/- (refundable to unsuccessful bidder)

Indian Institute of Information Technology, Kota,  
(Mentor: Malaviya National Institute of Technology, Jaipur)  
2nd Floor, Prabha Bhawan, MNIT, JLN Marg,  
Jaipur – 302017

**Website: [www.iiitkota.ac.in](http://www.iiitkota.ac.in)**

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Indian Institute of Information Technology, Kota,  
(Mentor: Malaviya National Institute of Technology, Jaipur)  
2nd Floor, Prabha Bhawan, MNIT, JLN Marg,

**Jaipur – 302017**

Ref./IITK/Library/17-18/1

Date 21-02-2018

1. Sealed tenders are invited for **library books** (Approximate cost 15.00 Lac) from reputed book suppliers/distributors for supply of books to the central library of the institute as per the list given in the "schedule of requirement".
2. The cost of tender Rs. 500/- should be submitted in the form of Demand Draft only drawn in favour of Director, Indian Institute of Information Technology, Kota, payable at Jaipur.
3. EMD amounting to Rs 50000/- (Fifty thousand rupees only) should be submitted in the form of Demand Draft only drawn in favour of Director, Indian Institute of Information Technology, Kota, payable at Jaipur.
4. The bidders must have supplied the books to at least 2 out of 5 institutions (IIT/NIT/IIT/CFTI/Govt. Institutions/Universities) in the last three years.
5. EMD of a successful bidder will be kept as a security which will be released provided 5% of the cost of books is received as Performance Guaranty.
6. Firms will have to attach the list of customers to whom they have supplied similar items in previous three year along with performance reports. A bidder must have a turnover of at least Rs. 15 Lacs per year in the last 03 consecutive years.
7. Sealed and separate tenders in two parts i.e., Tender Bid-I and Tender Bid-II are invited for supply of books in the Central Library at Indian Institute of Information Technology, Kota, 2nd Floor, Prabha Bhawan, MNIT, Jaipur, along with earnest money amounting to the value mentioned above in the tender document in form of Demand Draft only. Both envelopes should be kept in one big envelope. The tenders should reach to undersigned by 10.03.2018 before 2.00 P.M.
8. Tenders should be submitted either in person or by post in sealed envelopes on which the name of tender, item quoted tender number and date along with name and address of the firm will be written.
9. TENDER BID-I (Technical) shall contain (i) Tender cost (non refundable DD) (ii) Earnest Money DD (iii) Proof of PAN/TAN/TIN registration document (v) Major supplies executed in recent past 3 years (vi) Proof of being a member of Good Offices Committee(GOC) or Federation of Publishers and Booksellers Association in India.
10. TENDER BID-II (Financial) shall contain rate schedule only.
11. Tenders received after the closing date and stipulated time shall not be considered and the institute shall not be responsible for any postal delay
12. Tender should be valid at least for a period of 04 months. (04 Months from opening date of tender).
13. The rates should be f.o.r. destination, Indian Institute of Information Technology, Kota, 2nd Floor, Prabha Bhawan, MNIT, Jaipur, inclusive of all taxes/excise duty/fright/package/forwarding expenses/insurance etc.
14. Firm shall be solely responsible for defective supplies and losses caused to institute on account of defective supply.

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15. Quantity of items may increase or decrease or may be cancelled up to any extent.
16. Suppliers must be registered under Goods and Service Tax (GST) and they should mention registration number.
17. Director, IIIT Kota has every right to extend the due date if so required but all the quotations/tenders will be opened together.
18. Deduction of TDS as per Government Rules.
19. The Director may reject any or all quotations/tenders without assigning any reasons.
20. Technical specifications should be as per annexure strictly.

### Special Terms & Conditions

You are required to submit proposal ensuring that the following things:

- The availability of latest edition of book is shown against each title in the same order as the list is provided to you.
- The current indicative price in Rupees as mentioned against each title.
- The maximum discount that you can offer should be mentioned against each title, which should not be less than 25%. Please note that the offer having publisher wise discount will be rejected.
- Please note if a title is available in Indian edition, only Indian edition should be quoted & supplied.
- The vendor shall be liable for penalty @ 5% of the cost of books, if the books are supplied short of the supply order for any reason.

Apart from above the following certificates are needed along with the offer:

- The price have to be charged correctly in accordance with the publisher's/ Importer's/ distributor's invoices and self attested price proof from the original publisher invoice should be enclosed along with your bills.
- Certificate that original, low cost and cheap Indian edition have been supplied (With Bill)
- Supply time for books is 30 days from the date of receipt of order. After the due the firm shall be liable for the penalty of the rate mentioned below:

I	Delay up to 1/4 period of delivery	2.5%
II	Delay of 1/2 period of delivery	5%
III	Delay 3/4 period of delivery	7.5%
IV	Delay exceeding 3/4 period of delivery	10% subject to Max 10%

- Please note that payment will be released after the complete supply of required books, (when 100% books are supplied against the particular order).
- The supplier shall replace the books or take them back if found damage, misprint, and not properly bound.

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- Any book if appears at more than one place in the given order (duplicate entry) has to be taken only once.
- Books must be in good condition with good paper quality.
- Bill to be submitted in triplicate along with all required documents as stated in earlier points.
- GOC for rate conversion will be applicable for the month as per GOC rules.
- All disputes are to be settled in the Jaipur Jurisdiction.

Director, IIIT Kota

2nd Floor, Prabha Bhawan, MNIT, JLN Marg,  
Jaipur – 302017

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*V. K. S.*

*Prabha*

*Singh*

**Please Fill This Annexure positively Annexure I**

**Annexure-I**

	Tender	Supply of Books for Central library
1	Date of Application	
2	Name of Firm with full address with e.mail ID and Telephone/Mobil No.	
3	F.O.R	Indian Institute of Information Technology, Kota, 2nd Floor, Prabha Bhawan, Malaviya National Institute of Technology, JLN Marg, Jaipur-302017
	Cost of tender	DD No/ receipt: No: Amount: Bank: date: DD must be drawn in favour of Director, Indian Institute of Information Technology, Kota, payable at Jaipur.
	<b>Earnest Money Deposit (EMD)</b>	DD No: Amount: Bank: date: DD must be drawn in favour of Director, Indian Institute of Information Technology, Kota, payable at Jaipur.
4	PAN/ TAN/ TIN No	Attach proof
5	Membership of Good Offices Committee or Federation of Publishers and Booksellers Association in India	Attach proof
6	Turnover in last three Financial Years	Attach Proof
7	Details of similar work executed during the last three years	Attach proof
8	Any document in requirement of general terms and condition	
9	A crossed cheque should be attached/placed along with above D.Ds	

(Signature of Bidder with Name & Seal)

Annexure – II  
Attach List of Books