



NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung, South Sikkim 77139

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EOI No: 15/NITS/KIC/Empanelment book supply/2016-17/676

Date: 10/02 /2017

EXPRESSION OF INTEREST FOR EMPANELMENT OF Book Supplier

Closing Data for submission	04/03/2017, 5 pm
Opening Date & Time	09/03/2017, 11 am
Application Fees (Non-refundable)	₹500/- (Rupees Five Hundred only) as DD in favour of The Director, NIT Sikkim
Bid to be submitted to	Faculty In-Charge, Knowledge, Information and Learning Enablement, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139 e-mail: library.nitsikkim@gmail.com , M - 9903736740
Place of opening of bid	Knowledge and Information Centre (Library), National Institute of Technology Sikkim, Ravangla Campus, South Sikkim, 737139

Background:

National Institute of Technology Sikkim is an autonomous body set up by Govt. of India, under Ministry of Human Resource & Development; New Delhi. It is one of the newly setup NIT's and is an institute of National Importance. NIT Sikkim is looking for Book Supplier.

Applications in prescribed format along with documentary proof are invited from registered Book Supplier.

Eligibility Criteria of Book Supplier: (Proof/supporting documents to be enclosed for the points mentioned below:

- The **Book Supplier/vendor/Publisher** must be registered with the concerned authority, Govt. body, Association. Must provide PAN no, proof of document to supply/sell books legally in India
- The **Book Supplier/vendor/Publisher** should have experience of 5 years to supply of books with same category institute.
- The **Book Supplier/vendor/Publisher** must be empanelled with at-least other 3 same type institute.

Terms & Conditions:

- Supplier must quote publisher wise discount for Indian and foreign books separately as financial bid for hard copy and e-books also.
- Financial quote will open if qualify eligibility criteria.
- After opening Financial Quote, NIT Sikkim may asked to bidder to provide details quote as excel file.

4. Suppliers should ensure free delivery of books up to NIT Sikkim Knowledge and Information Center at the premises of NIT-Sikkim Ravangla Campus within 30 days of Order for Indian publication books and 50 days for foreign publication of book to KIO, NIT Sikkim, Ravangla, South Sikkim, Pin-737139.
5. NIT Sikkim can cancel empanelment order/process any time without any reason and start initiative for new empanelment process. Any supplier/vendor cannot claim/demand any applicable cost, order after cancelling this empanelment order/process.
6. This empanelment initially for one year and may extend further based on written approval from competent authority of NIT Sikkim
7. Suppliers should ensure quoted discount on the printed price. If price is not printed on the book, supplier should provide the certificate or any proof of cost to authenticate the price.
8. Suppliers should provide bill/invoice in triplicate copies in favour of The Director, National Institute of Technology Sikkim and send to KIO, NIT Sikkim, Ravangla, South Sikkim, Pin-737139.
9. Suppliers should inform within 7 days of the order that they will be able to supply or not if they fail to inform then NIT Sikkim can cancel the order fully or partially and can get books from any other supplier. If supplier confirmed within 7 days and after confirmation if fail to supply Indian publication books within 30 days and Foreign publication books within 50 days of confirmation then NIT Sikkim can cancelled full or partial order and can take same books from any other supplier and if extra cost pay for the same then same will deduct/demand from failed supplier or black list those supplier for future order.
10. The Supplier shall be responsible for safe transport of the books/documents to the destination and the losses/damages in transit shall be the sole responsibility of the Supplier. The engagement of transport shall be done by the –supplier. After receiving if it's found any damages on books or missing pages then supplier should take return those books at their own cost and NIT Sikkim will not pay any transport cost to return any damages books or page missing books or any books which is not according to purchase order.
11. Supplier should note that at Ravangla do not have any transport except postal service.
12. Only pre-receipted bill will be entertained for payment.
13. Clearly mention applicable conversion rate on order date for foreign publication books.
14. The confirmed order issued can be revoked subsequently, in case at any stage it is found that the supplier has committed any overt or covert act of misleading this institution.
15. Supplier may ask to provide cost estimation, availability of required books and supply period of books time to time.
16. Empanelment may be done based on % of discount provided and services provided earlier to NIT Sikkim.
17. After confirmed order, if cost of the books change then supplier must inform and take written confirmation from NIT Sikkim to supply those books where cost has changed. NIT Sikkim will not accept any approved books if cost increased. Supplier need to take reconfirmation from NIT Sikkim to supply those books.
18. Must supply economic edition books only.
19. Only latest edition of books should supply.
20. Pirated books totally prohibited and if found at any stage then supplier may suspend to supply any

books in future and if any payment remain unpaid that may also cancel.

21. NIT Sikkim will consider cost printed on book only and if not printed cost then publisher's catalogue price or printout of publisher price details will consider and supplier must provide proof of cost with delivery challan. Any sticker or overwrite on cost will not consider.
22. Supplier must take back any damage books or wrongly printed books, wrongly binding books, page missing books at their own cost from NIT Sikkim. If will not take back books within 20 days of information received from NIT Sikkim then those books may disposed by NIT Sikkim's authority without informing to supplier and supplier cannot claim/demand payment or books from NIT Sikkim.
23. If number of quantity not mention with order then supplier can supply only one copy of the book.
24. If NIT Sikkim pay anything for transport/ special permit then same amount will deduct from invoice and balanced will pay.
25. Payment will release after delivery of all books in one order and thoroughly checked and enter in Accession Registrar. For one order one invoice will accept.
26. For foreign book quoted on quotation Conversion Rate only be consider.
27. Any supplier can bid for one or multiple publisher, hard copy or e-books or both separately.
28. The concerned authority of NIT Sikkim may reject the application of any supplier without stating any reason. The decision of the authority of NIT Sikkim's will be final.
29. If services found unsatisfactory, the NIT Sikkim will have the right to cancel the order at any time without showing any reason or even may cancel from empanelment list for future.
30. Multiple supplier may be empanelled.
31. NIT Sikkim's authority can give order to any supplier and empanelled supplier do not have any right to demand for any order.
32. NIT Sikkim have right to cancel the order at any time.
33. Empanelled Supplier cannot demand for any kind of book exhibition at NIT Sikkim.
34. Jurisdiction: All disputes arising out of this order shall be settled under jurisdiction of Sikkim Courts only.
35. NIT Sikkim may ask any supplier(s) to do small exhibition before selection of any books.
36. NIT Sikkim may allow any supplier for exhibition.

We look forward to receiving your rate quotations and thank you for your interest.

Faculty In-Charge, Knowledge, Information and Learning Enablement
National Institute of Technology Sikkim
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Email: library.nitsikkim@gmail.com

National Institute of Technology Sikkim

(ON THE LETTER HEAD OF THE BIDDER)

Performa for Technical quote

Annexure -A

Expression of Interest submitted in response to enquiry notification issued by the National Institute of Technology Sikkim for Empanelment of book supplier.

Sl.No.	Particulars	Description in details
1	Name of the Firm	
2	Complete Postal Address with Tel. No., Fax/Email	
3	Date of Establishment: Professional Experience (in years)	
4	Registration details with concern authority, association to supply books in Sikkim, India	
	Name of the contact person Mobile no (Office) Mobile no (Home) e-mail Id	
5	PAN	
6	Service Tax Registration No.	
7	Contact person name, mobile number, e- mail ID	

***Copy of below details must be enclosed duly self attested.**

Date:

Signature of the Applicant

National Institute of Technology Sikkim
(ON THE LETTER HEAD OF THE BIDDER)

ANNEXURE-C

Banking information

Sl. No.	Particulars	Information
1	Firm (Beneficiary) Name	
2	Please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once	
3	Complete Bank Account No. of the Firm [beneficiary]. [In case of change in bank account vendor should write to Account Office]	
4	Bank Name	
5	Bank Address	
6	IFS Code no	
7	Mobile no (for SMS)	
8	Email ID (for information)	

We undertake that all information provided above is correct and NIT Sikkim will not be responsible in case of any error on the part of firm.

[Seal and Signature of the firm]

National Institute of Technology Sikkim
(ON THE LETTER HEAD OF THE BIDDER)

Financial Quote

Annexure- B

Separate quote may submit for hard copy and e-books.

Sl No	Name of the Publisher	% of Discount for Indian publication	% of Discount for Foreign publication	Remarks
1				
2				
3				
4				
5				
6				
7				
...				

Date:

Signature of the Applicant/ bidder