



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG
MAYURBHANJ COMPLEX, NONGTHYMMAI
SHILLONG- 793014, MEGHALAYA**

**NOTICE INVITING REGISTRATION OF VENDORS/SUPPLIERS OF
COURSE BOOKS/E-BOOKS**

TENDER NOTICE No.: IIMS/S&P/484/2020-21/03

Date: 24th Nov 2020

Indian Institute of Management Shillong (IIMS) is interested to have competent, cost effective and resourceful vendors on its approved Vendor list for supply of course books/ e-books. IIMS invites applications from all potential Vendors (Publishers/Suppliers/ Dealers), which are in the business of retail or marketing of course books/ e-books. At present the student strength is approx. 500 and is expected to increase in the future. Registration Form can be filled, submitted and documents containing terms and conditions can be downloaded from the Institute's web-site www.iimshillong.ac.in.

Hard copy of the Registration Form along with non-refundable fee of Rs.2,000/- (Rupees Two thousand only) plus GST @18% as online payment to SBI a/c 30276148008 and attach the transaction receipt along with the document and must reach the office of **Chief Administrative Officer, Indian Institute of Management Shillong, Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya** by registered post / speed post only. **Registration fee is exempted for SSI/NSIC registered vendors.**

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Date: 24.11.2020

Bank Details:

Bank Name	State Bank of India
Branch Name	Laitumkhrach branch
Account No.	30276148008
Account Name	IIM Shillong
IFSC no.	SBIN0002081

1. Eligibility for Registration / Empanelment

Companies/ firms/ registered (authorised) dealers, which are in the business of stocking, retail or marketing of course books/ e-books are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

2. Empanelment / Registration Procedure

- 2.1 The applicant should read all the pages of the document.
- 2.2 Correct / relevant information / data have to be furnished by the vendors.
- 2.3 The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.
- 2.4 Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 2.5 The sealed envelope containing the Registration Form, documents & fee should be clearly superscribed on the top of the envelope as **"APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR SUPPLY OF COURSE BOOKS/ E-BOOKS "**.
- 2.6 The following self-certified essential documents (as applicable) should accompany the Registration Form:
 - 2.6.1 GST No.
 - 2.6.2 Income tax Permanent Account No.
 - 2.6.3 Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 2.6.4 Valid SSI/NSIC Certificate (If Registered)

- 2.6.5 Current dealership Agreement Registration Certificate from the Principal.
- 2.6.6 Bank Details.
- 2.6.7 A notarized certificate that the vendor hasn't been black listed by any institution of the Central State government / any PSU, Institute, Institute etc. in the past three years. If, no please furnish an affidavit raised on non – judicial stamp paper of Rs.100 (Rupees hundred only).
- 2.6.8 Relevant work/supply orders for course books / ebooks.
- 2.6.9 The Vendor should have sound financial status for dealing with the supply of Books. Average turnover of the firm during the last preceding 3 years should be above Rs 20 Lakhs. The documentary proof in support of above will be either last three years audited balance–sheets or a certificate from Chartered Accountants in lieu of that, failing which the offer will be rejected.
- 2.6.10 The Vendor should give undertaking that the firm has necessary permission to deal with Foreign and/or Indian Publisher and make necessary payment in corresponding currency.
- 2.6.11 On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with INDIAN INSTITUTE OF MANAGEMENT SHILLONG (IIMS).
- 2.6.12 The firm will be considered for registration / Empanelment for an initial period of Two (2) years and will be considered for extension for another one (1) year at a time, subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.

3. Other Terms & Conditions for Vendor Registration / Empanelment as a Supplier

a. General Clause

- i. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
- ii. The Institute reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the Institute

in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered vendors in the panel of IIM Shillong.

- iii. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIM Shillong.
- iv. The empaneled vendors will be communicated about the requirement from time to time and on need basis during the period of empanelment, in terms of the titles, editions, year of publication and their quantities, based on which the vendors are expected to provide a quotation within 10 working days. These quotes should be sent to the concerned official in sealed envelopes/ CPPP.
- v. Based on the price quoted for the titles, editions, year of publication including discount, the order will be placed to the vendor who has quoted the lowest price. In case more than one vendor quote the lowest price, the order will be split among those vendors, in case such splitting of the order is possible. In case the order is for single quantity, or odd quantity, the decision in favour of a vendor would be decided by lottery
- vi. These quotes as received, would be opened by a designated purchase committee.
- vii. Any order placed should be acknowledged by the vendor within 7 days from the date of order. The estimated delivery time in days should be intimated in the acknowledgement.
- viii. If the vendor needs to procure a book from abroad, the Institute should be informed accordingly before sourcing it.
- ix. The Supplier shall supply all the ordered books within the period (20 days for Indian Publication and 90 days for Foreign Publication) from the date as specified in the purchase order. If the supply is not received within the stipulated time, the Institute reserves the right to cancel either the entire order or part thereof without any further notice/reminder or charge Late delivery charges @ 0.5% per week or part thereof subject to a maximum of 10% on the taxable amount of the supply order. In case, the supplier needs some more time for supply, he/she should seek

permission from the competent authority/ concerned program chair at least four days before supply date expires by submitting a written request proving the reasons thereof. The permission might or might not be provided.

- i. In case of supply of damaged books, books with missing pages, etc., the supplier will have to accept those back even after they have been stamped.
- ii. Any Supplier found to have cheated by supplying old and remaindered books, or/and defaulted in supplying books within due time without reasonable grounds, will be liable for blacklisting, besides imposition of penalty to the tune Institute may deem fit.
- iii. Payment to the vendor will be made within 45 days from date of receipt of the invoice.
- iv. Re-order of books: Any additional order within three months of the first order will also be eligible for same discount slab as to the single order all together.
- v. This document is treated as a valid contract between IIM Shillong and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the Institute from time to time during the registration period.
- vi. In case of empanelled vendor is found in breach of any terms & condition(s) of the Institute or supply/work order, at any stage during the course of supply the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by the Institute besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IIM Shillong.
- vii. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
- viii. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

- ix. Vendors should keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc
- x. The Institute has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

b. Indemnity

The selected vendor shall indemnify IIM Shillong and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

c. Termination for Default

- a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the Institute. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
- b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the Institute (or takes longer period in spite of what the Institute may authorize in writing), The Institute may terminate the empanelment/ Purchase Order in whole or in part.
- d. All disputes in this connection shall be settled in Shillong Jurisdiction only.

Sd/-

Chief Administrative Officer i/c
IIM Shillong

Copy to :

- Director for information
- Finance Officer/ Central Purchase Committee members for information.
- IT Department, IIM Shillong to upload on the Institute's Website.

4. Application Form for Registration

1. Name of the firm/ enterprise _____

2. Head Office /Registered Office _____

3. Telephone No/mobile No. Fax No. _____

Email _____

Web site (if any) _____

Date of Establishment _____

4. Branch Office in
Shillong , if any _____
(Provide Complete
Address)
Telephone No. _____

Fax No./Email _____

5. Type of Organization _____(Documents to be enclosed)

(Sole proprietorship/ Partnership/Private Ltd. Co./ Public Ltd Co.)

6. **Commercial Information Registration (Enclose self attested Copy wherever Applicable)**

S.No	Information	Details
1	GST Regn, No.	
2	PAN No.	
3	SSI/NSIC Certificate (if registered)	
4	Relevant ISI/ ISO Certificate, if any	
5	<u>Bank Details:</u> Account No.	

6	Name of Bank & Branch		
7	IFSC Code		
8	Income tax returns of last three years		
10	Experience and past performance on similar contract for last 3 years. (Attach copies)		
	Name of Organisation	Item	Supply order no. and value

5. Declaration by Vendor

DECLARATION BY VENDOR

To,

The Director

IIM Shillong

Mayurbhanj Complex, Nongthymmai

Shillong- 793014

I/We _____ confirm that

- 1) The information furnished is correct to the best of my knowledge and belief and if at any stage it is found to be false my registration will be cancelled and debarred from any supply work from the Institute.

(Signature of Proprietor/Partner/Chief Executive)

Full Name _____

Place: _____

Date: _____

(Official Seal)