



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

No.: IITBBS/CL/VE/TDR/2024/02

Date: 30.04.2024

**NOTICE**

A copy of the office order on “**Empanelment of Vendors for Supply of Books/CD/DVD and Audio Visual Material to the Central Library, IIT Bhubaneswar**” along with “**IIT Bhubaneswar Terms and Conditions for Purchasing Books**” is forwarded to all the LAC Members, PIC-Web, Assistant Registrar (F&A) for information and necessary action.

  
30.04.2024

Deputy Librarian, Central Library  
&  
Convenor, Library Advisory Committee (LAC)

**To:**

1. The Chairperson, LAC
2. All the LAC Members
3. PIC-Web (for web posting)
4. Assistant Registrar (F&A)
5. The Acquisition Section, Central Library

**Copy To:**

1. PS to Director
2. PS to Registrar
3. Central Library Staff
4. CL Office File



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

No.: IITBBS/CL/VE/TDR/2024/01

Date: 30.04.2024

To,

1. Narendra Publishing House
2. Vardhaman Books
3. Indica Publishers and Distributors Pvt. Ltd.
4. CBS Publishers and Distributors Pvt. Ltd.
5. Capital Books Pvt. Ltd.
6. Sarat Book House Pvt. Ltd.
7. Bombay Books
8. Technical Bureau India Pvt. Ltd.
9. Ahuja Book Company Pvt. Ltd.
10. Amit Book Depot
11. Sabnam Pustak Mahal
12. Techniz Book International

**Subject: Empanelment of Vendors for Supply of Books/CD/DVD and Audio Visual Material to the Central Library, IIT Bhubaneswar**

Dear Sir/Madam,

The undersigned is directed to convey the approval of the Competent Authority for the empanelment of your firm as stated above for supply of books to the Central Library for a period of three consecutive years with effect from 1<sup>st</sup> May 2024 subject to satisfactory performance based upon annual review. The empanelment is subject to the terms and conditions listed in Annexure – 1.

Yours Sincerely,

  
30.04.2024

Chairperson, Central Library

## Annexure-1

### IIT Bhubaneswar Terms and Conditions for Purchasing Books

#### 1. Enquiry on Availability of Books

At the first instance, all the empanelled Vendors/Suppliers will be sent an email query with list of books and number of copies against each title required for Library procurement. On receipt of the email, the Vendors having books in their ready stock of books have to respond within the stipulated time (3 working days for less than 15 titles and 7 working days for more than 15 titles; in case of urgent requirements, the enquiry deadline may be less than 3 working days) mentioning titles available with number of copies and unit price as per the template. The preferred mode of communication will be by email to save delays in normal postal communication. **Unless otherwise mentioned, only the latest Indian edition of publication will be mentioned.** The Enquiry Response percentage and Supply Percentage shall be taken into account for the annual review (during each FY) of each vendor and also for the fresh empanelment in future. The institute may review/suspend the vendor contract of a vendor for the following reasons:

- a. If a vendor's Enquiry Response percentage falls below 70%.
- b. If the Supply percentage of ordered titles is below 80%, and the copies for supplied titles fall short of 90%.

#### 2. Supply against Purchase Order and Billing

In reply to Vendors/suppliers response to our query, purchase order will be released with the vendor concerned with request to supply books through challan bearing challan number, date and Library reference number for each item, along with publishers catalogue price proof duly stamped and signed. The supplier on receipt of purchase order (PO) is required to acknowledge the receipt of the order by e-mail immediately as a token of their confirmation with respect to acceptance of purchase order. The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library. However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage, pilferage in transit if any will be sole responsibility of the supplier. Secure and safe delivery of books at Central Library, IIT Bhubaneswar as per approval order is the responsibility of the supplier/vendor alone. ***In the event, the Vendor fails to deliver the books within the stipulated date, the order is liable to be cancelled.*** Supplier also send a scan copy of the Invoice/Bill to the head of the library, so that advance processing of books at our end can be done and Invoice/Bill should be sent to "THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, IIT BHUBANESWAR, 4<sup>TH</sup> FLOOR, ADMINISTRATIVE BUILDING, ARGUL, KHORDHA- 752050, ODISHA, INDIA".

After receipt of the books as per the purchase order, the physical condition of the books will be checked and for the books not having printed price, price proof (i.e. publisher's catalogue price)/certificate from publisher's authorised distributor/publisher's Indian Office/Publisher's Invoice, as the case may be, will be matched with the cost of books mentioned at the time of enquiry. Any sticker affixed with the book indicating price is not acceptable. ***Foreign currency conversion will be at RBI (FBIL) rate of the conversion on the date of Invoice.*** While receiving the books, if any of the book(s) is/are not as per our specifications, i.e., defective, wrong supply, lack of proper price proof, etc. need to be returned by the vendor. In such cases collecting back the returned books will be the responsibility of the supplier.

#### 3. Delivery of Books

- a) Only new and latest edition books must be delivered.
- b) The supplied book(s) should be **original printed copy of the publisher** and purchased legally through concerned publishers or through authorized distributor/dealer. In no case

pirated/remaindered copies or printed through any other despicable mechanism should be supplied.

c) The delivery period is as under:

- Indian Publications: maximum 30 days from the **date of issue of "Purchase Order"**
- Foreign Publications: maximum 60 days from the **date of issue of "Purchase Order"**

The delivery date may be extended by the Library at its discretion if the Supplier requests for an extension citing valid reasons.

d) In such types of Purchases against direct purchase order, the conversion rate will be **RBI (FBIL) rate of the conversion on the date of delivery of books** (i.e. hand delivery of books at Central Library premises) along with Invoice/bill and all other supporting documents. In case of other mode of recorded delivery, the conversion rate will be calculated on **RBI (FBIL) rate of conversion on the date of invoicing** favouring Central Library IIT Bhubaneswar and the supplier concerned must have to send on the date of booking of the consignment, the scan copy of all the documents, such as pre-receipted Invoice/bill, price proof(s), copy of RBI (FBIL) conversion rate on the date of consignment booked and consignment booking receipt as email attachment to the Deputy Librarian, IIT Bhubaneswar (*All documents sent must bear the signature and seal with date of the supplier/Vendor concerned*).

#### 4. Consignee and Mode of Dispatch

All supply of books should be consigned to **"THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, IIT BHUBANESWAR, 4TH FLOOR, ADMINISTRATIVE BUILDING, ARGUL, KHORDHA- 752050, ODISHA, INDIA"** by Speed Post Parcel/Registered Parcel/Courier/in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at Central Library.

#### 5. Dispatch Documents

Intimation relating to the mode of dispatch should be email/courier/speed post to **"THE DEPUTY LIBRARIAN, CENTRAL LIBRARY, IIT BHUBANESWAR, 4<sup>TH</sup> FLOOR, ADMINISTRATIVE BUILDING, ARGUL, KHORDHA- 752050, ODISHA, INDIA"**.

Original dispatch documents are to be forwarded to the Library by way of recorded delivery, i.e., Registered Post/Speed post in the above mentioned address only.

#### 6. Preparation of Bill

The Bill should be prepared preferably in the same order as items listed in the Purchase Order.

#### 7. Submission of Bill

The Supplier should submit the pre-receipted bill in triplicate mentioning the purchase order number, date and delivery challan number and date along with the supporting documents if any, such as photocopy of the publisher's original import invoices or current catalogue price proof, etc. duly stamped and signed by the supplier concerned, as per institute book purchase rule.

#### 8. Pricing and Price Certificate

The vendor must indicate the original price of the book along with the price proof at the time of enquiry. If the order is placed within 30 days of the enquiry deadline, the invoiced price cannot be altered. However, if the order is placed after the 30-day enquiry deadline, a change in the invoiced price may be allowed with valid price proof. The vendor must supply certified copies of the price proof along with the invoice.



A duly signed price certificate is required to be incorporated in every bill stating that the price charged in this Invoice/Bill is/are the correct catalogue price of the Publisher's/Authorised distributor's price. The books supplied are not remaindered titles. In case there are special price offers by the publisher, the same should be communicated to the Library and billed accordingly.

### 9. Exchange Rate

The conversion rate in case of prices quoted in foreign currencies, Only **RBI (FBIL) rate of conversion is applicable on the date of generating the invoice i.e. actual date of sending the consignment.**

### 10. Income Tax Related Papers

Each of the Invoice/Bill of the Vendor/Supplier concerned must bear the PAN no. (i.e. Permanent Account Number) and photocopy of the PAN Card duly signed with seal of the Vendor/Supplier, if not furnished earlier. Current Income Tax Clearance Certificate, Income Tax No., and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.

### 11. Bank A/C Details

The supplier is required to provide the following information as per the template enclosed:

Name of the Bank and Branch:	IFSC Code:
Postal Address (with PIN Code):	MICR code:
E-mail and Phone:	Type of account (Savings/Current):
Bank Account No.:	

### 12. Latest Edition and Low-Price Edition Books

Books of the latest edition should be supplied, with an intimation to that effect to the Library, even though the Purchase Order may have specified an older edition. Due to Budget constraints and demand for purchasing more number of Text books, the Library prefers to procure low-priced editions. Thus, if a low-priced edition of a book is available, then the supplier is encouraged to inform its availability to the Library in advance and on receipt of a confirmation from Library side, same to be supplied. Library prefers to procure library edition reference books wherever available.

### 13. Discount

The following are the rate of discounts for all types of Library documents:

S. No.	Categories of Books/Resources	Rate of Discount	
		Indian	Foreign
1.	Textbooks (TB)	25%	27%
2.	Technical Reference Books (TRB)	25%	27%
3.	General Reference Books (GRB), i.e., Handbook, Encyclopaedia, Dictionary, Yearbook, Map, Directory, Chart, etc.	32.5%	32.5%
4.	Government/Institutional/Society Publication Books/Short discounted Books/No discount Books/Rare Books*	10%	10%
5.	Hindi/Sanskrit/Other Regional Books	15%	15%
6.	Books other than print format i.e. CD/DVD, etc.	5%	5%

\*Discount Structure is accepted by the Capital Books Pvt. Ltd. only; If Capital Book Pvt. Ltd is not able to supply the book as mentioned in Sl. No. 4 above, other vendors may be contacted who have quoted 0% discount in the financial bid.

#### **14. Processing of Bills**

If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition section will process the bills and forward the same within a minimum loss of time to the Finance and Accounts (F&A) Section for onward payment processing.

#### **15. Return of Defective Books**

If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the stipulated time period.

#### **16. Cancellation of an Order**

- The order is liable to be cancelled if the delivery is not made within the stipulated time period unless due extension has been allowed.
- Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.

#### **17. Delisting of Suppliers**

A Supplier who frequently supplies books that do not conform to specifications or are not in good condition or do not follow the points mentioned in sections 1(a) and 1(b) will be delisted from the registered Vendor list. In such cases, EMD/Performance security will be forfeited.

#### **18. EMD Money Retention**

The Institute will retain the interest free EMD amount of ₹25000/- as performance security for the empanelled vendors till the empanelment remains valid. This will be refunded to the vendors only after the expiry of this empanelment and with satisfactory performance of the vendor. In case, any vendor's empanelment is suspended on the ground mentioned in 1(a) and 1(b), their performance security will be forfeited. Withdrawal of vendorship request from any of the empanelled vendors is allowed only after one year, from the effective date of empanelment declared; and in such cases, the total EMD money of ₹25000/- will be refunded to the party through their Bank Account as recorded with the institute or updated thereafter without any interest on the deposit value.

#### **19. Rights of the Library**

The Library reserves the right to:

- Cancel an order at any time without assigning any reason thereof.
- Change or modify or amend or substitute any clause in the terms and conditions listed above
- ***Procure the book(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said books.***

#### **20. Legal Dispute Settlement**

While the purchaser and the vendor shall make every effort to resolve amicably by direct informal negotiation, even then in any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Bhubaneswar, Odisha. The resultant contract will be interpreted under Indian Laws.

