

# Indian Institute of Forest Management

Nehru Nagar, Bhopal – 462003

## Offer for Supply of Books to Library

### Terms and Conditions

1. The institute intends to prepare a panel of reputed book suppliers for procurement of books, initially for a period of one year from the date of confirmation by IIFM, which may be extended by IIFM for another one year or more, subject to satisfactory supply performance of the party (ies). The estimated annual amount for procurement of books is likely to be Rs. 5.00 lakhs approximately. This amount is liable to change on any side. The selected suppliers shall make supply of book(s) to IIFM at approved rates of discount against order as well as regularly send books on approval basis from time to time. They shall have to arrange Book Exhibition at IIFM on mutually convenient dates for facilitating on spot selection of books.
2. The party desirous of inclusion in panel of suppliers of books may express their willingness to IIFM mentioning their highest rate of discount, which should not be less than the discount mentioned in the prescribed format. **Any conditional offer will not be considered.**
3. The parties will be required to submit the proof regarding their membership to All India Association of Publishers and Distributors and must have sufficient experience of supplying books to institutions of national repute along with annual business of minimum Rs. 5.0 Lacs consistently for past three years. Their claim must be supported with documentary proof of their experience and claim of annual business volume by enclosing copies of supply orders from various organizations. Also, the PAN of the firm should be mentioned in offer document enclosing a copy of the same as proof.
4. As IIFM intends to prepare a panel of book suppliers, the qualified suppliers will be required to confirm their acceptance to supply the books at highest offer of discount received by IIFM. The supplier, not confirming their acceptance, will not be included in the panel of suppliers. The selected parties will be required to submit a Security Deposit of Rs. 20,000/- (Twenty thousand) only in the form of DD/ banker's cheque from Indian nationalised bank favouring Director, IIFM, Bhopal for final empanelment as book supplier to IIFM. The Security deposit of the empanelled suppliers must be valid for 28 months from the date of issue and will be refunded after the expiry of the period of supply of books. The Security Deposit amount will not carry any interest.
5. The empanelled parties will be required to supply the **latest edition** of books to IIFM Library. In no case, the earlier edition be supplied, unless specifically asked for. In case, it is noticed, even at later stage, that the latest edition of any book has not been supplied, the supplier will have to refund the cost of books to IIFM and/or take the book(s) back at his own cost. **The**

**supplier shall supply the books by Registered/ Speed Post or Courier.** The charges will be borne by the supplier.

6. The IIFM intends to procure latest books only and the books published before the year 2015 may not be supplied unless and until any book published before 2015 is specifically asked for supply.
7. The supply order for publications will be placed with the empanelled suppliers in a nearly equitable way. If the first party fails in confirming about supply of ordered publications within 15 days from the date of ordering, the second party will be given supply order. In case of failure in supply, the subsequent supply order will be given to the next parties, available in the panel of suppliers. In case of failure in supply of ordered books by empanelled party, the IIFM will have right to procure books from open market.
8. The parties will ensure to supply **only paperback/Indian edition** of the books, wherever available. The hardbound edition may only be supplied, if no paperback/ Indian edition has been published.
9. For conversion of price of books in foreign currencies, the conversion rates of Indian nationalized banks applicable on the date of billing will be taken into account. The parties will be required to submit the proof of conversion rate either from any scheduled bank or by enclosing newspaper clippings of respective date about conversion rates.
10. The price proof for all the books, except for the books with printed price, must be enclosed along with the bill in support of prices charged.
11. The title and other details of supplied books must be in accordance with supply order and the book(s) should be in good condition. The IIFM will not be responsible for any loss or damage in postal transit or otherwise. In case of erroneous supply and discrepancies in book(s), the book(s) shall be returned at the supplier's cost, even after stamping etc. The final option to return the book(s) or ask for refund towards difference in price will rest with the institute.
12. **All bills towards supply of books shall be drawn in favour of the Director, IIFM, Bhopal.** The prices charged will be inclusive of all taxes, freight, packaging charges and F.O.R. Bhopal. In no case additional charge will be paid. The books must be supplied through Registered Post, Speed Post or by courier at supplier's cost. The mailing address for supply of book and bill is as under:

The Library & Information Officer- I  
Library and Information Services,  
Indian Institute of Forest Management  
Nehru Nagar, Bhopal – 462 003 (M.P.) India

13. All supply orders for books will be valid for 30 days for Indian Publications and 45 days for foreign Publications, provided that confirmation indicating the supply of books reaches us within 15 days from the date of issue of orders, failing which, it will stand cancelled. The supply period may be extended up to two months (only for foreign books) provided that genuine documentary proof in support of action taken is submitted to IIFM and mutually agreed upon.
14. The following certificates must be recorded either on body or verso of the bill:
  - (a) No cheaper edition other than supplied is available, so far.
  - (b) The book(s) supplied is / are of latest edition and not remainder title(s).
  - (c) Prices charged are correct as per latest publisher's catalogue and the difference in price, if any, will be refunded at any time.
15. The offer made by the party will initially be valid for one year (**April, 2018 to March, 2019**) which may be extended by IIFM for further one year or more. **If a party fails to supply less than 50% of the ordered titles/books or does not supply the books after their confirmation within the stipulated time, a penalty ranging from 10 to 20% of the value of unsupplied titles shall be imposed or the SD amount shall be forfeited. The supplier shall also be blacklisted.**
16. The offer in prescribed format with all terms and conditions may be downloaded from our website: [www.iifm.ac.in/tender](http://www.iifm.ac.in/tender) and [www.tender.gov.in](http://www.tender.gov.in) The offer of the party with all required documents along with an EMD of Rs. 5,000.00 (Five Thousand) only in the form of DD/ Bankers cheque from any nationalized Indian banks, favoring Director, IIFM, Bhopal may be submitted to The Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal- 462003 in a sealed envelope super scribing "**Offer for Supply of Books**" on or before 3:00 p.m. on **31/01/2018** by **Registered/Speed Post/Courier** only. The tender fee of Rs. 1000.00 (One thousand) only is non-refundable and may be paid in the form of DD/Bankers Cheque form any nationalized Indian bank in favour of Director, IIFM, Bhopal towards fee and must be submitted along with offer document. The institute will not be responsible for postal delay.
17. In case the party offering highest discount withdraw his offer or opt out after empanelment by IIFM, the earnest money deposited by them will automatically be forfeited and IIFM's decision will be final. Also the party will be black listed and will not be allowed to participate in IIFM in future.
18. The Director, IIFM reserves the full rights to accept or reject the offer in full or in part without assigning any reason and have full powers to change/modify the terms and conditions of the offer document in the interest of IIFM.
19. All disputes are subject to **Bhopal Jurisdiction** only.



**INDIAN INSTITUTE OF FOREST MANAGEMENT**  
Nehru Nagar, Bhopal – 462003

**Performa for Offer for Supply of Books to IIFM Library for year 2018-19**

We quote the following rates of discount for different categories of books/publications as mentioned below:

Sl. No.	Category of Books	Minimum Discount fixed by IIFM	Maximum Discount offered
01.	Books of Foreign origin	20%	
02.	Books of Indian origin	20%	
03.	Institutional/GOI publications	10%	
04.	Short Discount Titles/ Publications	As per GOC norms	

**PAN No. of the party is** ----- (Copy enclosed- Yes/No)

**TIN No.** ----- (Copy enclosed- Yes/No)

**Membership no. All India Association of Publishers & Distributors** ----- (Copy enclosed- Yes/No)

**Volume of book business preceding three (03) years**  
(Supported with copy of orders)

2015-16	2016-17	2017-18
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Copies enclosed (Yes/No)	Copies enclosed (Yes/No)	Copies enclosed (Yes/No)

**We have read and understood all the terms and conditions mentioned in the tender document for supply of books to IIFM Library and undertake to accept all of these. Also we declare that the copies of documents attached are from original.**

**Date:**  
**Place:**

**Signature**  
**Seal**

**Address :**  
**e-mail :**