



# IIM

विद्या परं दैवतम्

भारतीय प्रबंध संस्थान विशाखपट्टणम  
Indian Institute of Management Visakhapatnam

Tender No: IIMV/Admin/Lib/2023-23/04

Date: 11 Oct 2023

**NOTICE INVITING OFFLINE TENDER FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO IIM VISAKHAPATNAM - LIBRARY, FOR A PERIOD OF TWO YEARS (OFFLINE TENDER)**

Indian Institute of Management Visakhapatnam (IIMV) belongs to the prestigious IIM family of business schools. It is a new generation IIM, set up by the Government of India in September 2015. The Indian Institutes of Management Act 2017 declares IIMs as Institutions of National Importance, empowered to attain standards of global excellence in management, management research, and allied areas of knowledge.

The institute invites Tender for “Empanelment of Vendors for the Supply of Books/ Publications” from the reputed vendor(s)/supplier(s)/distributor(s) in India. Interested vendor(s)/supplier(s)/agent(s)/distributor(s) may respond in the prescribed format given at the end of this document, along with one copy of each of the requisite documents. This empanelment will be valid for a period of two years from the date of final approval of the empaneled suppliers list and it may be further extendable annually at the sole discretion of the Institute.

Correspondence and Tender Submission address for any query pertaining to this document may be made to:

The Senior Administrative Officer  
IIM Visakhapatnam,  
Gambheeram Village, Anandapuram (Mandal)  
Visakhapatnam  
Andhrapradesh - 531163  
e-mail: [sao.administration@iimv.ac.in](mailto:sao.administration@iimv.ac.in)

**Important Dates:**

- Date of Publishing of the Tender: 11/10/2023.
- Last date of the submission of the Tender: 31/10/2023, 10.00 AM
- Date & Time of opening of technical bid: 31/10/2023, 15.00 PM

Instruction for applicants, detailed terms and conditions, and application formats are as follows:



## INSTRUCTIONS FOR APPLICANTS

- i. Interested vendors/distributors/suppliers should submit the application form in sealed envelopes super-scribing - "Application for Empanelment for the Supply of Books" to avoid the bid being declared invalid.
- ii. The response should be signed by the authorized signatory of the Vendor (s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- iii. The prequalified identity Bids (Technical Bids) are to be opened at the first instance & to be evaluated while at the second stage, the Financial Bid of only technically qualified Firms will be opened for the empanelment purpose after due intimation. Thus, the bidders are advised to submit two separate sealed envelopes superscribing - "Prequalified Identity Bid (Technical Bid)" for the envelope containing documents with respect to Prequalified Identity Bid and "Financial Bid" for the envelope containing documents with respect to Financial Bid.
- iv. Incomplete and conditional applications will not be considered. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of the term of contract making the firm concerned liable for legal action, besides termination of empanelment.
- v. Strict discipline is expected to be maintained with respect to the application for empanelment. No canvassing or repeated communication should be made. Failing to maintain this discipline, the applicants are liable to be blacklisted by the Institute.
- vi. Responses received after the deadline will not be considered. No vendor /supplier/distributor will be allowed to withdraw after submission of applications.
- vii. The applications will be scrutinized and shortlisted for empanelment by constituted Committee by the Institute. The short-listed vendors will be informed by email and/or by regular post for further procedure, as required.
- viii. The firm should submit a Bid Security (EMD) of Rs.20,000/- (Rupees Twenty Thousands Only) (DD/Pay Order to be drawn, in any nationalized bank in favor of "Indian Institute of Management Visakhapatnam" and payable at Visakhapatnam) EMD instrument is to be enclosed with Technical bid only. The offers without Bid Security shall be rejected.
- ix. This empanelment will be valid initially for a period of Two years from the date of start empanelment and IIM Visakhapatnam reserves the right to curtail or to extend the validity of empanelment on the same discount rates and terms and conditions for further three years on a mutually agreed basis subject to satisfactory performance of the empaneled vendor(s)/supplier(s)/agent(s)/distributor(s), at the sole discretion of the Institute.
- x. After award of empanelment, in case of failing to adhere to the stipulated terms, conditions and procedure, it will render termination of empanelment and/or blacklisting of the firm, and/or forfeiture of security deposit, as decided by the competent authority of IIM Visakhapatnam.



**TERMS & CONDITIONS FOR EMPANELMENT OF BOOK SUPPLIERS / VENDORS AT IIM  
VISAKHAPATNAM LIBRARY**

**GENERAL**

- i. The competent authority reserves the right to approve or reject any or all the applications of vendors, without assigning any reason, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- ii. IIM Visakhapatnam Library reserves the right to add and/or drop any vendor to/from its empanelled list, and/or to place a purchase order(s) with any vendor(s) at any time, with the approval of the Competent Authority.

**ELIGIBILITY CRITERIA**

(Proof/supporting documents to be enclosed in support of below eligibility criteria)

- i. The firm must have supplied books during the last three years from the last date of submission of the proposal to any National Level Institutions like Central University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions. A letter of empanelment from at least three institutions and three satisfactory certificates mentioned above must be submitted in support of this.
- ii. The firm must be a member of the Federation of Publishers & Booksellers Association of India (FPBAI). Membership certificate issued by FPBAI should be submitted.
- iii. The firm should not be blacklisted by any Central/State University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions in last three years from the last date of submission of the proposal. A Self-Declaration on a non-judicial stamp paper towards Non-Blacklisting as per Annexure-III should be submitted.
- iv. The firm must be an authorized distributor/ dealer/ supplier of three reputed publishers. Recent authorization certificates from three reputed publishers have to be submitted.
- v. The firm must have three direct business accounts with foreign publishers for supplying books (shall not consider the foreign publisher registered their office in India). Copies of direct business account (only foreign currency transaction) has to be submitted.
- vi. The firm should have an annual turnover of at least Rs. 20 Lacs in each financial year of 2020-21, 2021-22 & 2022-23.
- vii. Copy of Audited Profit and loss Accounts and Balance Sheets duly certified by a Chartered Accountant in support of this along with ITRs of the above financial years.





IIM Visakhapatnam reserves the right to cancel empanelment of Vendor, if the submitted affidavit for not having been blacklisted/delisted for minimum three (5) years by any of the Institutes or Universities or Government organization in India is found to be false at any stage. The Institute will be at liberty to use appropriate metrics and weightage in evaluating the applications for completing the entire process for the empanelment of vendors/supplier for supply the print books.

All other documents, as required in terms of the tender, to claim eligibility.

#### **BOQ/FINANCIAL BID**

- i. The Discounts should be quoted as per the BoQ (Format as per Annexure - I). The bidders are advised to quote their DISCOUNTS against Publications and submit the same as the Financial Bid. No overwriting or cutting is permitted in the Financial Bid Form. In case if the same is found, tender will be completely rejected and EMD would be forfeited.

#### **EARNEST MONEY DEPOSIT (EMD)**

- i. EMD of Rs.20,000/- (Rupees Twenty Thousand Only) should be deposited through DD/Pay Order to be drawn, in any nationalized bank in favor of "Indian Institute of Management Visakhapatnam" and payable at Visakhapatnam
- ii. Any proposal not accompanied by EMD shall be rejected.
- iii. The EMD shall be forfeited if a firm withdraws his proposal during the period of validity of the proposal.
- iv. The EMD of non-empaneled firms shall be returned at the earliest after the expiry of the validity of the proposal or within 30 days after completion of the empanelment process, whichever is earlier.

#### **VALIDITY OF THE PROPOSAL**

- i. The proposal shall remain valid for a period of 180 days from the last date of submission of the proposal.

#### **AWARD OF OFFER**

- i. For the supply of books, one or more vendor/s will be empaneled. The highest discount quoted by a firm for individual category publications (Foreign Publications, Indian Publications - Single copy and Indian Publications - Multiple copies - as per Financial Proposal) will be offered to all technically responsive vendors. Those vendors who accept the offer will be empaneled for the supply of books.



- ii. The vendor/s should accept the offer within 10 days from the date of receipt of the "Letter of Offer", failing which the offer will be canceled.
- iii. The initial empanelment period will be two years from the date of empanelment.

#### **PERFORMANCE SECURITY**

- i. The EMD of empaneled vendor/s shall be automatically converted to Performance Security.
- ii. In case of non-supply of any title of three consecutive purchase orders, the Performance Security shall be forfeited, and the Vendor shall be blacklisted for two years in addition to the termination of the empanelment.
- iii. Performance Security shall be returned to the empaneled vendor/s without any interest, whatsoever, after completion of two years of empanelment period.

#### **EXHIBITIONS**

- i. The library may arrange for book exhibition through publishers or their representatives or the empaneled vendors. The Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc. for obtaining book recommendations.

#### **PRE-ORDER INQUIRY**

The library may send a "Pre-order Inquiry" by email, to all the empaneled vendors, to know the price of the books if not available with Library. All details inquiries must be provided within the time limit defined by the library. If any field is left blank, the response will not be considered.

In case of emergency requirements, orders may be placed with the local vendors, however, the discount policy will remain the same.

#### **PURCHASE ORDERS**

- i. The library will place purchase orders with the empaneled Vendor (s) based on performance and their links with the publishers and distributors, as finalized by Library. The fixed discount agreed by the vendors will be applied.
- ii. Book supply must be strictly made against the purchase orders only.
- iii. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, by email only.
- iv. Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.

#### **TIME-FRAME FOR SUPPLY**

- i. 25 Calendar days (maximum) - for Indian/ Foreign titles (if available in India) from the date of issue of the purchase order.





- ii. 45 Calendar days (maximum) - for foreign titles (if not available in India) from the date of issue of the purchase order.
- iii. For urgent requirements, the above time frame may not be considered.
- iv. If the requested title(s) is “Out of Print” (OOP), “Out of Stock” (OOS) or “Print on Demand” (POD), sufficient valid supporting documentary proof should accompany the request letter for extension of time.
- v. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- vi. In case there is a delay that is foreseen in supply, the concerned empaneled Vendor should send a request for extension of time with reasons, at least, five (05) working days before due date of supply.
- vii. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Library may consider extension of time as may deem fit.
- viii. **Book(s) which is/are out of stock, out of print, publisher/distributor not traceable, but available on online portals/shopping such as [www.flipkart.com](http://www.flipkart.com), [www.amazon.com](http://www.amazon.com) etc. such Book(s) shall be supplied by the empaneled Vendor (s) at the actual price offered by the online vendors plus actual freight charges. Original bill of online vendors and freight charges shall be submitted.**
- ix. The supply should be free of freight charges. Supply must be made by Postal Speed Post Parcel/ Registered Parcel/ Courier Services/ Person or any other mode. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. The Institute will not be liable for any loss, damage in transit
- x. The decision of accepting supply of cancelled titles is at the sole discretion of the Institute.

#### SUPPLY OF COMPLIMENTARY COPY

- i. The vendor should be responsible for delivering the instructor copy to the faculty without any charges. If multiple faculties request a copy, one copy each must be provided.
- ii. The vendor must share the instructor resources for textbooks or other publications (online or offline) for the titles requested by faculty.

#### PLACE OF SUPPLY

- i. Books or items ordered should be supplied to “The Librarian, IIM Visakhapatnam, Permanent Campus, Gambheeram Village, Anandapuram (Mandal), Visakhapatnam, Andhra Pradesh.
- ii. The vendor should deliver the print copies of the textbooks directly to the students at home places through Speed Post/Registered Post / Courier (In view of the EPGP programs and General Management courses EPGCPGM etc..). Postal Addresses of the students will be provided by the institute while placing the Purchase Order.





- iii. Payment for Postal/ Courier Charges shall be paid as per actuals subject to submission of valid original bills/invoices.
- iv. Vendor is responsible for sharing the e-books as replacement of physical copies whenever requested or during times of shortfall.

#### **EDITION SPECIFICATIONS**

- i. Latest editions of books must be supplied unless mentioned otherwise
- ii. By default, paperback editions/Indian editions of books should be supplied;
- iii. In case of unavailability of paperback and Indian/low priced editions, clarification/ permission should be sought, preferably by email, from the Library, regarding supply of the available editions in lieu of the default.

#### **INVOICING PROCEDURE AND CONVERSION RATES**

- i. The invoice is to be submitted in triplicate in the name of The Senior Administrative Officer, IIM Visakhapatnam. The invoice should contain the Purchase Order Number and Date. The items in the invoice should be as per the given purchase order.
- ii. A revenue stamp should be affixed on the original bill and should be signed and sealed by an authorized signatory.
- iii. The invoice should be raised in favor of The Senior Administrative Officer (Administration), IIM Visakhapatnam.
- iv. One invoice should be raised against one purchase order (P. O.) only. Titles from different P. O.s should not be combined and supplied under one invoice.
- v. In the case of foreign publications, the original price in foreign currency shall be mentioned in the invoice along with the Indian price charged in accordance with the approved rate of exchange as per GOC (Goods Office Committee)
- vi. Financial Benchmark India Private Ltd. (FBIL) Reference Rate/ Currency Conversion Rate/Nationalized Bank rate as applicable on the date of the invoice should only be followed and should also be clearly indicated on the invoice.

#### **UNDERTAKING : Every invoice should certify the following:**

- i. The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- ii. The latest editions have been supplied and are not remaindered titles.
- iii. The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected at any stage, the defective books/CDs shall be replaced at free of cost, at the destination of supply.

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- iv. Defective Items & Reverse Pickup: Reverse pick-up of the defective items is the responsibility of the Vendor (s) and the charges are to be borne by the vendors(s) only. Reverse pick-up of the defective items must be arranged within 30 days of receiving intimation from the Library.

#### **MANDATORY ENCLOSURES WITH INVOICE**

The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

- i. In case of a foreign title:
  - a. If the price of the book is not printed, the Vendor must submit the publisher's invoice copy of the book as price proof.
  - b. If a foreign title is exclusively distributed by any exclusive Indian distributor, then the Vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and price of the book along with the invoice of the authorized exclusive distributor, as price proof.
- ii. In the case of Indian title: If the price of the book is not printed, then the Vendor must submit the publisher's /authorized distributor's invoice copy, as price proof. Publisher's Catalogue is generally not accepted as price proof.
- iii. In case of any price manipulation when detected at any stage, the Vendor shall be responsible for the same and the excess amount charged shall be refunded to the Institute in one installment.
- iv. Every price proof and currency conversion proof should be signed and stamped by the Vendor.

**PAYMENT :** Payment will be made within 45 days from the receipt of the consignment after the submission of the invoice. Payment of postal / courier charges shall be made as per actuals subject to submission of valid bills / tax invoices.

#### **FORCE MAJEURE:**

Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Visakhapatnam's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.





**CONFIDENTIALITY:**

Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of three (5) years from the date of termination of this Contract for whatever reason.

**PENALTY :** In case of delayed delivery of ordered books beyond seven days, a penalty of 1% per week or part thereof will be levied on the value of books supplied belatedly up to a maximum of 10% of the ordered value.

**TERMINATION OF EMPANELMENT**

The Institute shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel and will result in forfeiture of the security deposit in case of occurrence of any of the following events:

- i. In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the Vendor.
- ii. If the Vendor fails to deliver at least 75% of the supply (in terms of the number of titles ordered) during a year.
- iii. If at any time, found that the information provided by the empanelled Vendor in any form about publications, services, and related matters are incorrect and result in losses in any form to the Institute. The Institute shall also reserve the right to claim the amount of loss incurred by the Institute, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

**NO GRATIFICATION :** The vendors as per the undertaking given will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books. This will also debar the firm for participating in other tender floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.

**CLAUSE FOR LOCAL VENDOR :** The eligibility criteria mentioned in the tender document may be relaxed for the local Vendors who are based in Andhra Pradesh. The reasonable eligibility criteria and discount structure will be considered as decided by the competent authority. However, other terms and conditions, including processing fee and EMD, shall be applicable to the local vendors

**DISCOUNT**

- i. The firm must provide a minimum of 30% discount for Indian editions and a minimum of 20% discount for the foreign editions. The indicative discount is a minimum amount only.

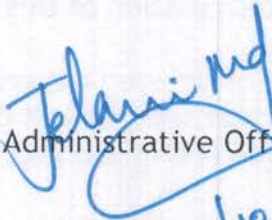
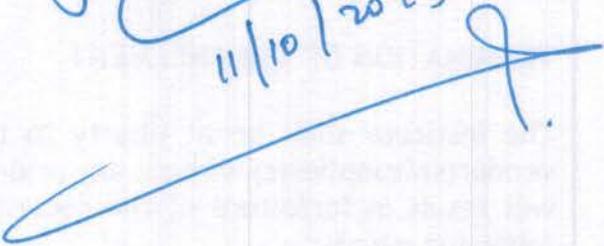




- ii. Only publications of Central/State governments and professional societies publication shall be allowed to be purchased at no discount plus actual freight charges will be applicable.

**DISPUTE RESOLUTION :** In the event of any dispute or differences arising under this agreement, the decision of the Director, IIM Visakhapatnam shall be final and binding on both parties.

**APPLICABLE LAW :** The Court of Jurisdiction shall be Visakhapatnam for all purposes.

  
Senior Administrative Officer (Administration)  
11/10/2023  




FINANCIAL BID

| Date of Submission of Financial Bid :  |                                 |                                     |                                   |
|--|---------------------------------|-------------------------------------|-----------------------------------|
| Tender for : Empanelment of Vendors for Supply of Books to IIM Visakhapatnam   |                                 |                                     |                                   |
| Name of the Firm :   |                                 |                                     |                                   |
| Correspondence Address:  |                                 |                                     |                                   |
| Tel/ Mob No.:  |                                 |                                     |                                   |
| Email Id:  |                                 |                                     |                                   |
| Publications   | Indicative minimum discount (%) | Percentage of Discount (In Figures) | Percentage of Discount (In Words) |
| Foreign Publications (Single copy)   | 20%                             |                                     |                                   |
| Foreign Publications (Multiple copies, more than Five)   |                                 |                                     |                                   |
| Indian Publications (Single copy)  | 30%                             |                                     |                                   |
| Indian Publications (Multiple copies, more than Five)  |                                 |                                     |                                   |
| <b>Note:</b>   |                                 |                                     |                                   |
| 1. The discount percentage shall remain unchanged during the entire period of empanelment/ contract.   |                                 |                                     |                                   |
| 2. Conditional bids shall be rejected.   |                                 |                                     |                                   |
| 3. The financial bid should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial bid, the value in words shall prevail. |                                 |                                     |                                   |
| 4. Please read carefully "Award of offer" clause.  |                                 |                                     |                                   |

DECLARATION

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of ..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Signed by the Bidder)

Date:





TECHNICAL BID

| Date of Submission of Bid :   |  |            |
|---|--|------------|
| Tender for : Empanelment of Vendors for Supply of Books to IIM Visakhapatnam                                    |  |            |
| Name of the Firm:   |  |            |
| Correspondence Address:   |  |            |
| Tel/ Mob No.:   |  |            |
| Email Id:   |  |            |
| <b>Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars</b> |  |            |
| Sl. No.   | Particulars  | Details    |
| 1   | Particulars of EMD (Rupees) :  | ₹20,000/-  |
| 2   | If exempted from deposit of EMD, submit valid documents in support of this.  |            |
| 3   | The firm must have supplied books during last three years from the last date of submission of the proposal to any National Level Institutions like Central University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions. Letter of empanelment from at least three institutions and three satisfactory certificates mentioned above has to be submitted in support of this. |            |
| 4   | The firm must be a member of the Federation of Publishers & Booksellers Association of India (FPBAI). Membership certificate issued by FPBAI should be submitted.  |            |
| 5   | The firm should not be blacklisted by any Central/State University, IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, and Government Institutions in the last three years from the last date of submission of the proposal. A Self-Declaration on a non-judicial stamp paper towards non-blacklisting as per Annexure-III should be submitted  |            |
| 6   | The firm must be an authorized distributor/ dealer/ supplier of three publishers. Recent authorization certificates from three reputed publishers must be submitted.   |            |
| 7   | The firm must have three direct business account with foreign publishers for supplying books (shall not consider the foreign publisher registered their office in India). Copies of direct business account (only foreign currency transaction) must be submitted.   |            |
| 8   | The firm should have an annual turnover in each financial year of 2020-21, 2021-22 & 2022-23. Copy of Audited Profit & Loss  | ₹20.00 Lac |





|    |   |  |
|----|---|--|
|    | Accounts and Balance Sheets duly certified by a Chartered Accountant in support of this along with ITRs of above financial years.           |  |
| 9  | Copy of PAN, GST Registration & latest GST Filling Copy should be submitted.  |  |
| 10 | Bid Forwarding Letter as per format in Annexure -VI   |  |
| 11 | Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder) |  |
| 12 | Duly signed and stamped of the entire bid document along with its addendum/ corrigendum, if any   |  |
| 13 | Annexure I, II, III, IV, V & VI should be in firm's letter head signed and seal   |  |

**DECLARATION**

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of ..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place: \_\_\_\_\_ (Signed by the Bidder)  
Date: \_\_\_\_\_





UNDERTAKING

To,

Tender enquiry No \_\_\_\_\_

For supply of \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having

registered office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.

2. I/We undersigned hereby bind myself/ourselves to the Office of \_\_\_\_\_ to supply..... The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of (herein after called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT And PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
5. We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

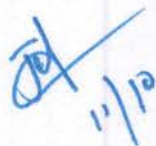
SIGNATURE :

NAME &amp; DESIGNATION:

DATE :

NAME &amp; ADDRESS OF THE FIRM:

SEAL :





**UNDERTAKING ON FRAUD AND CORRUPTION**

We M/s ..... do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of..... under tender reference no.....Dt.....We shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

Signature of proprietor/Partner/Director Designation:

Seal:





**SELF-DECLARATION ABOUT NON-BLACK LISTING**

(On a non-judicial stamp paper)

Date : \_\_\_\_\_

To

*The Senior Administrative Officer (Administration)  
IIM Visakhapatnam,  
Gambheeram Village, Anandapuram (Mandal)  
Visakhapatnam  
Andhrapradesh - 531163*

**Sub: Tender for 'Empanelment of Vendors for Supply of Books to IIM Visakhapatnam'.**

Sir,

In response to EOI under reference, I/ We hereby declare that our firm is not blacklisted/ debarred and not declared ineligible for any reason by any National Level Institutions like IIMs, IITs, NITs, IISc, IIIT, IISERs, NISERs, State/ Central Universities and Government Institutions in last three years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the empanelment offer if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Vendor)

*JA*  
*11/10*



**BID FORWARDING LETTER**  
(On the Letterhead of the Bidder)

Date : \_\_\_\_\_

To

The Senior Administrative Officer (Administration)  
IIM Visakhapatnam,  
Gambheeram Village, Anandapuram (Mandal)  
Visakhapatnam  
Andhrapradesh - 531163

**Sub: Tender for 'Empanelment of Vendors for Supply of Books to the IIM Visakhapatnam'.**

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of Rs.20,000/- (Rupees Twenty Thousand Only) should be deposited through DD/Pay Order to be drawn, in any nationalized bank in favor of "Indian Institute of Management Visakhapatnam" and payable at Visakhapatnam or certificate towards exemption of EMD, as applicable, are enclosed herewith.

I/ We also keep the offer open for 180 (One Hundred Eighty) days from the date of opening of financial bids.

Yours faithfully,

(Name & signature with stamp of the bidder)





