



राष्ट्रीय बहुदिव्यांगता जन सशक्तिकरण संस्थान

(विकलांगजन सशक्तिकरण विभाग (दिव्यांगजन), सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार)

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

(Department for Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India)

Phone: 044-27472104, 27472113, 27472046, 27472423 Fax: 044-27472389 Toll Free: 1800 425 0345
E-mail: niepmd@gmail.com, Website: www.niepmd.tn.nic.in

File No. NIEPMD/Pur 4(10)/2021-22 Tender Notice for Empanelment of Vendors/Suppliers for Supply of Books to NIEPMD, Chennai, Its CRCs & RCs

National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan), here after called "NIEPMD" is interested to have competent, cost effective and resourceful vendors on its approved Vendor list for supply of books for the period 2022-2025. Only the agencies registered with "State/National Association for Books/Journals Suppliers/Publishers" are required to apply. The tender document can be downloaded from the NIEPMD website: www.niepmd.tn.nic.in or <https://eprocure.gov.in/eprocure/app>. The decision of the NIEPMD purchase Committee will be final and binding for empanelment of competent vendors fulfilling the requirements.

Last date for Submission of Tender	- 12.00 PM. on 17 th Jan 2022
Tender fee	- Rs.1, 000/-
EMD Amount	- Rs. 50,000/-
Date & Time of Opening of Technical Bids	- 04.00 PM. on 18 th Jan 2022

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email:niepmd@gmail.com

Sd/-
Deputy Registrar (Admin) Offg.
24th Dec 2021

Sd/-
DIRECTOR
24th Dec 2021



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(PART-A)

TERMS AND CONDITIONS FOR PURCHASE OF BOOKS

1. **Essential Conditions:** NIEPMD, Muttukadu Kovalam (Post), Chennai invite tender from in the prescribed format from interested reputed vendors/distributors fulfilling the following terms and conditions:

- Suppliers should be members of registered national/state trade federations like AIPB, FPBA, DSBPA, etc. **(Proof to be uploaded with technical Bid)**
- They should be in the field of book supply for at **least five years. (Proof to be uploaded with technical Bid).**
- They should be serving standard libraries like Central Universities, national level education and research institutions, National Institutes etc. **(Proof to be uploaded with technical Bid)**

They should have a minimum turnover of Rs. **40 Lakh** per annum for the last three years. (CA certified copies and profit and loss statement with balance sheet of last 03 FYs to be uploaded with technical bid).

2. **General Conditions:**

- The Director, NIEPMD, Chennai reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection/arbitration.
- NIEPMD does not bind itself to add in approved list of vendors or to place the purchase order to any of the vendor.

3. Security Deposit:

- The firm should submit an **EMD of Rs. 50,000/-** (Rupees Fifty Thousand) with their quotation through NEFT or RTGS in the favour of Director NIEPMD, Chennai. The offers without EMD and tender fees shall be rejected. EMD will be returned to all the unsuccessful firms after finalization of the empanelment procedure.



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- The empanelled agencies will be required to enter into an Agreement with NIEPMD by submitting an instrument of Agreement on a stamp paper of Rs.100/- and the EMD will act as the Performance Security. The EMD will be returned after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the supplier, the Performance Security is liable to be forfeited.

3.1 Enquiry on availability of books:

- The NIEPMD may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by email.
- Within two days of receipt of the email, the Vendors having books as per above list in their ready stock of books have to respond within stipulated time quoting titles available with number of copies and unit price, by reply through email only to speed up the work.

3.2 Purchase Orders:

- Supply of books has to be made strictly against the purchase orders.
- Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.
- Any clarification/query regarding the purchase order should be sought from the NIEPMD within two (02) days of receipt of the order.

3.3 Supply:

- The supply should be free of freight charges.
- If the supply is made through Railway Parcel, in that case the freight must be pre-paid and vendor will ensure door delivery.
- If the supply is made by post, the books should be sent through registered post/speed post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. will not be accepted.
- Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- 90% Confirmed PO's should be supplied.



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- If Vendor is unable to supply books from confirmed PO's within the stipulated period 2% penalty will be imposed (Penalty based on book cost).
- Door delivery of books will be ensured by the suppliers, in no case NIEPMD will liable to collect the consignment from other premises. No manpower will be provided by NIEPMD for handling of parcels. The vendors will be responsible for delivery of books at NIEPMD, Library.

3.4 Time frame for supply, and cancellations:

- **Four (04) weeks (maximum) - for Indian titles**
- **Eight (08) weeks (maximum) - for Foreign titles**
- After the expiry of timeframe, the purchase order automatically stands cancelled. Bidder may request for extension of purchase order timing in case of valid reason, however Director NIEPMD will be the final binding in this regard.

3.5 Edition specifications:

- Pirated Books strictly prohibited, it leads immediate ban from empanelment.
- Latest editions of books must be supplied, unless mentioned otherwise.
- By default, paperback editions of books should be supplied, unless specified otherwise.
- By default, Indian editions of books should be supplied, unless mentioned otherwise.
- In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the IMO, NIEPMD, regarding supply of the available editions in lieu of the default.

3.6 Invoicing procedure:

- Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- Invoice should be raised in favour of Director, NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai – 603 112 Tamilnadu, India.
- Titles from different P.O.s should not be combined and supplied under one invoice.



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3.7 Undertaking: Every invoice should certify the following:

- The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true, correct and price proof.
- The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue. Proof to be submitted with invoice.
- The latest editions have been supplied, and they are not remaindered titles.
- 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 later, the defective books will be replaced by us free of cost, at the destination of supply.

3.8 Mandatory enclosures with invoice:

- A copy of publisher's invoice as a price proof without any cuttings.
- Mandatory to follow RBI conversion rate. (G.O.C. conversion rate not accepted).
- Every price proof and currency conversion proof should contain seal and authorized signature of the vendor and certified by Nationalised bank.

3.9 Discount:

- Based on practical and realistic percentage of discount quoted by the bidders; evaluated and finalized by NIEPMD competent authorities shall remain in force during the currency of empanelment.
- It may be specifically noted that no changes in the accepted rates shall be allowed during currency of empanelment. Discount will be fixed on the basis of technically qualified bidders quote.
- Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
- All Books shall be supplied with an authentic price proof.

3.10 Conversion Rates:

- The prices in the invoice should be indicated in original currencies.
- **Reserve Bank of India (RBI) currency conversion rates as applicable on the date of the billing should only be followed, and should also be clearly indicated on the invoice.**



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4. Termination of registration and delisting from the panel: A vendor's registration may be terminated/dropped/black-listed from the list of registered suppliers at the Occurrence of any of the following event:

- If the vendor fails to deliver even, at least 75% of the supply (in terms of number of titles) during the year.
- In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.

If at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the NIEPMD.

- In such case(s), the NIEPMD will be at liberty to cancel the registration without giving any Prior notice to the vendor, and the NIEPMD reserves the right to forfeit the security deposit, or the amount of loss occurred to the NIEPMD, from the available invoices submitted by that vendor.

5. The NIEPMD reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.

6. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of The Director, NIEPMD, Muttukadu, Kovalam (Post), Chennai or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within Courts of Laws under jurisdiction of Chennai Courts.



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7. Enclosures Check List (to be uploaded with technical bid)

- Copy of PAN Card / Service Tax/ Sales Tax/ VAT.
- Copy of Firm / Agency Incorporation / Registration
- Copy GST registration.
- Copy of Trade Association's Membership
- Copy of Last three years audited balance sheet, Profit & Loss Statement.
- Testimonials from major customers (Central Universities, IIT's, IISER, IISc, NIT, Govt. R&D Research Labs etc.)
- Copies of work orders along with Xerox copies of the relevant TDS Certificates, Satisfactory certificates, etc.
- Copies of Certificate/letters from the publishers
- Proof of having own agency facility
- Affidavit raised on a non-judicial stamp paper of Rs.50.00, by vendors for not having black-listed for minimum 3 years by any Government organizations / PSU / Universities etc.
- Undertaking regarding rates will be firm during contract period.
- Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 03 financial years.
- Copy of NIT duly signed and stamped by the bidder on all pages must be uploaded.



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(PART-B)

Proforma for Empanelment of Suppliers for Books

(Proforma to be used by the agents / vendors for the supply of journals to NIEPMD
ECR, Muttukadu, Kovalam (post), Chennai – 603 112)

BIDDER'S PROFILE/TECHNICAL BID

1. Name of the Bidder/Firm/Supplier

2. Name of the person submitting the tender (whose photograph is affixed)

Mr/Ms/Mrs.....

3. Permanent address of the firm.....

.....

Tel. No. (with STD Code) (O)

(Fax)(Mobile)

Website (if any)

e-mail

4. Registration & incorporation particulars of the firm.

*Passport size
photograph of the
tenderer/authorised
signatory holding power
of attorney*



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(Please upload attested copies of documents of registration/incorporation of your firm with the Competent Authority).

5. Bank A/C Details:

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

Name of the Bank and Branch:

Account type:.....

Bank Account No.:.....

IFSC Code:.....

6. Permanent Account Number, Income Tax Circle

.....

7. Holdings/Specialization if any

a. Approximate cost of Holdings/Stocks available in the Shop/Showroom

.....

b. Standard of Holdings i.e. (i) College Level (ii) Library Level or School Level

.....

c. Specialization in supply materials, if any

.....

d. Have you ever served as Supplier to any institution of higher learning like National Institutes, Central Libraries, Universities, College etc., if yes, give their names with testimonials, if any

i.

ii.

iii.

iv.

v.



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8. Memberships (If any, please tick):

a. Federation of Publishers & Book-Sellers Association of India, (FPBAI): Y/N

If Yes, Registration No.:

b. Delhi State Book Sellers and Sellers and Publishers Association (DSBPA): Y/N

If Yes, Registration No.:

c. Association of India Publishers & Book Sellers: Y/N

If Yes, Registration No.:

d. Tamil Nadu Members of Booksellers' and Publishers' Association of South India: Y/N
(BAPASI)

If Yes, Registration No.:

e. Minimum 6 references of the Libraries of national reputed organizations with whom you are already registered. Out of which 4 should be Universities/Institutes of national importance and 2 should be reputed research institutes (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc.).

e. Affidavit raised on a non-judicial stamp paper of Rs.50.00, by vendors for not having black-listed for minimum 3 years by any Government organizations.

f. Any other (Please Specify):



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DECLARATIONS

I/We _____ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.

I/We also hereby declare that all matters related to NIEPMD, ECR, Muttukadu, Kovalam (Post), Chennai shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

Mr. _____, whose signatures are given below, is an authorized representative of this firm.

I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

Signature of Partners/Proprietors.

Date (with Firm's Seal)



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(PART-C)

PROFORMA FOR FINANCIAL BID (Books)

1. Name of the Firm:.....

Address & Telephone Number:

PAN No.:.....

2. Discount Offered:

Sl. No.	Type of Books	Rate of discount (Only flat discount rate to be quoted)
1.	Indian Publications / Indian Reprints of Foreign Publications	
2.	Foreign Books Publications having price in Foreign Currencies	
3.	Books other than print format i.e. CD/DVD and other Electronic media	

DECLARATION:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....



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(PART-D)

Instructions/Check List:

1. Please upload the online payment proof of the Cost of the Tender document (downloaded) and EMD of Rs.50,000/- for participating in the tendering process.
2. Please quote practically feasible discount rate for Books (both in words and in figures)
3. EMD of all successful firms in the bidding process will be kept as the Performance Security deposit for the empanelled period.

Procedure for e-payment:

EMD of Rs. 50,000/- and Tender fee of Rs. 1,000/- (Non-refundable) should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with technical bid. Technical bids without EMD and Tender Fee shall not be considered for further evaluation. NIEPMD Bank details are as follows:

A/C No. 761297290

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

Branch Code: 01176

- **Caution:** Please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS / NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its Bank would not responsible for the same.

Tender Submission process

Interested bidders are requested to submit their proposal in two bid system.

- (a) Technical Bid
- (b) Financial Bid

Technical bid should be sealed in one envelope clearly marked on top "Technical Bid" and financial bid should be sealed in one separate envelope and clearly marked on top "Financial Bid".



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Both the bids to be put in one envelope and the envelope should be marked on top "Tender for empanelment for supplying of Library books"

The sealed envelope should be forwarded through courier or speed post to "Director, NIEPMD, Chennai and should reach to Institute on or before 12.00 PM on 17th Jan 2022. Tender received after this time and date will not be entertained and no communication will be accepted in this regard.