



स्थापित ESTD. 1966

# राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान

समविश्वविद्यालय (विशिष्ट श्रेणी)

हटिया, राँची - 834 003 (झारखण्ड)

**National Institute of Advanced Manufacturing Technology**

Deemed to be University (Distinct Category)

Hatia, Ranchi – 834 003 (Jharkhand)

Eoi No.: NIAMT/LIB/131/2024-25/01

Dated: 01.10.2024

## Expression of Interest (Eoi) for empanelment of vendors for supply of print books to the Central Library of NIAMT, Ranchi

### Library & Documentation Centre, NIAMT

SALIENT INFORMATION	
Publication of EOI	01/10/2024
Last Date of Submission/Receipt of Sealed Eoi (with desired documents, duly attested Eoi document, Eoi Processing fee, and EMD)	21/10/2024 Till 03:00 PM
Opening of Eoi	21/10/2024 At 03:30 PM
Eoi Processing Fee (in the form of DD)	Rs. 5,000/- (INR Five Thousand Only)
Earnest Money Deposit (EMD) (in the form of DD/FDR/Bank Guarantee)	Rs. 50,000/- (INR Fifty Thousand Only)
Period of Empanelment	2-Financial Years from the date of Empanelment with the successful Vendor. (Further extendable for 1 more year)
Mode of Submission	Speed Post/Registered Post
Eoi to be sent to	To The Assistant Librarian National Institute of Advanced Manufacturing Technology (NIAMT), Hatia, Ranchi – 834 003 , Dist. Ranchi (Jharkhand)
Eoi can be downloaded from	<a href="http://www.niamt.ac.in">http://www.niamt.ac.in</a>

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Eol No.: NIAMT/LIB/131/2024-25/01

Dated: 01.10.2024

### Expression of Interest (Eol) for Empanelment of Vendors for the Supply of Printed Books to the Central Library of NIAMT, Ranchi

Library and Documentation Centre, National Institute of Advanced Manufacturing Technology (NIAMT), Hatia, Ranchi, invites Eol from the reputed Publishers/Booksellers/Distributors/Vendors (hereinafter known as Vendor) for empanelment of authorized Vendors for supply of Print books to the Central Library of the institute for the empaneled period of three financial years from the date of empanelment. This period is extendable further for two years on the basis of mutual consent and satisfactory performance of the vendor in the previous periods.

SALIENT INFORMATION	
Publication of Eol	01/10/2024
Submission/Receipt of Sealed Eol (with desired documents, duly attested Eol document, Eol Processing fee, and EMD)	21/10/2024 Till 03:00 PM
Opening of Eol	21/10/2024 At 03:30 PM
Eol Processing Fee (in the form of DD)	Rs. 5,000/- (INR Five Thousand Only)
Earnest Money Deposit (EMD) (in the form of DD/FDR/Bank Guarantee)	Rs. 50,000/- (INR Fifty Thousand Only)
Period of Empanelment	2-Financial Years from the date of Empanelment with the successful Vendor. (Further extendable for 1 more year)
Mode of Submission	Speed Post/Registered Post
Eol to be sent to	To The Assistant Librarian National Institute of Advanced Manufacturing Technology (NIAMT), Hatia, Ranchi – 834 003 , Dist. Ranchi (Jharkhand)
Eol can be downloaded from	<a href="http://www.niamt.ac.in">http://www.niamt.ac.in</a>

**1. INTRODUCTION:**

The National Institute of Advanced Manufacturing Technology (NIAMT), (formerly National Institute of Foundry and Forge Technology (NIFFT)), Hatia, Dist. Ranchi (Jharkhand) (hereinafter referred to as NIAMT) is a Deemed to be University under Distinct Category under MoE, Govt. of India.

**2. PERIOD OF EMPANELMENT:**

The period of empanelment will be for two financial years from the date of empanelment. This period is further extendable for one more year based on mutual consent and satisfactory performance of the vendor in the previous empaneled periods.

**3. EoI PROCESSING FEE, EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT (SD):**

Without the EoI PROCESSING FEES and EARNEST MONEY DEPOSIT (EMD), the *EoI will not be considered* for evaluation and empanelment.

- i) **The EOI PROCESSING FEES:** A Demand Draft of Rs. 5,000/- (nonrefundable) in Favor of "The Registrar, National Institute of Advanced Manufacturing Technology", payable at Ranchi is to be submitted as EoI processing fee along with the EoI.
- ii) **EARNEST MONEY DEPOSIT (EMD):** A DD/FDR/Bank Guarantee (B.G.) for Rs. 50,000/- (Rs. Fifty Thousand Only) in favor of " The Registrar, National Institute of Advanced Manufacturing Technology", payable at Ranchi as Earnest Money Deposit is to be submitted along with the EoI.
- iii) The above EMD is refundable without any interest to the unsuccessful vendors after the process of empanelment is completed as per the EoI terms.
- iv) **SECURITY DEPOSIT (SD):** The successful vendors who so ever qualify for empanelment will have to submit the Security Deposit (SD) of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of DD/FDR/Bank Guarantee (B.G.). If the vendor wishes to convert the EMD submitted in the form of DD/FDR/Bank Guarantee (B.G.), they may request the institute in writing for the same.
- v) The EMD of such vendors will be returned after submitting the SD.
- vi) The Security Deposit will be for the period of maximum **38 (thirty-eight)** months from the date of empanelment and will be refunded / returned to the Vendor without any interest.

**4. ELIGIBILITY CRITERIA:**

Proof of the supporting documents must be enclosed in support of the eligibility criteria mentioned below- The attested copy of relevant live/valid certificates/documents in support of the information furnished by the vendor must be enclosed with the EOI proposal

- i. The Vendors should be an active member of national/ state trade federations like FPBAI, DSBPA, etc. (Attach copy)
- ii. The Vendors should have:
  - a. Permanent Account No (PAN) issued by the Income Tax Department. (Attach copy)
  - b. GST Registration Certificate. (Attach copy)

- iii. The Vendors should have satisfactorily supplied printed books to at least 10 Government Universities-Central/State in last three financial year, each year, ending March 2024 (satisfactory supply certificates along with relevant order copies should be enclosed). However, the vendors having their registered office in the Jharkhand State (with authentic proof) will be given relaxation.
- iv. The Vendors should have a minimum average annual turnover of Rs. Three Crores in the last three (3) financial years for printed books only, ending March 2024 (C.A. Certificate should be enclosed).

**Note: - The vendors having their registered office in Jharkhand State (with authentic proof) will be provided relaxation in the point numbers mentioned below as,**

- iv (a). The Vendors should have Satisfactory supplied printed books to at least 3 Government Universities- Central/State in the last three financial years, each year, ending March 2024.
- iv (b). The Vendors should have a minimum average annual turnover of Rs. One Crore in the last three (3) financial years for printed books only, ending March 2024.
- v. The Vendors should submit Income Tax Return (ITRs) for the last 3 financial years (ending March 2024) (Self attested copy should be enclosed)
- vi. The Vendors should submit Profit & Loss Account and Balance Sheet for the last 3 financial years (ending March 2024) (Certified copy duly attested by Chartered Accountant should be enclosed)
- vii. The Vendors should be a distributor/ dealer / stockiest / executive / preferred agent of the publishers. (The valid authority letters duly issued by the publishers should be enclosed).
- viii. The Publishers / Booksellers / Distributors / Vendors should not ever be debarred / blacklisted from any Government Organization/Govt. Funded Organizations. (Furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- in this regard).
- x. All documents should be properly stamped & signed by the authorized signatory of the vendor. Without signed & stamped the proposal should not be entertained.

**5. TECHNICAL PROPOSAL DETAILS:**

The vendor must furnish the desired information as per **Annexure-I** and must attach all the relevant certified/attested documents etc. in support of the information and also the EoI document with the seal and signature of the authorized signatory. The above should be submitted for participating in the EoI. Vendors must also fill up Annexure-II, Annexure- III & Annexure-IV and submit them along with the EoI.

**6. EoI VALIDITY PERIOD:**

The EoI shall remain valid for a period of 90 days from the date of opening of the EoI proposal.

**7. EoI Evaluation-& Empanelment of Vendors**

The institute will shortlist for empaneling up to 9 Vendors from outside Jharkhand and at least 1 Vendor from Jharkhand. However, the institute reserves all the rights to increase or decrease the number of vendors for empanelment without assigning reasons thereof.

The criteria for short listing of the eligible vendors for empanelment will be as below:

- i) A merit list of the vendors will be prepared based on the average of the annual turnover in the last three (3) financial years for printed books only, ending March 2024. (As per the CA certificate enclosed)
- ii) Top vendors from the above merit will be empaneled (Total 10 vendors) on first-cum-first serve basis, subject to fulfillment of the other desired conditions of the EoI.

#### **8. NOTIFICATION OF EMPANELMENT:**

The institute will notify the eligible Vendors for empanelment to supply the books on above mentioned criteria by mail or registered letter. The empaneled Vendor will have to send its acceptance to NIAMT within the stipulated time (one week), failing which the vendor placed in the next merit may be considered for empanelment.

#### **9. ORDER, SUPPLY, PAYMENT etc. FOR PRINTED BOOKS**

##### **a. Order Process-**

- i. Purchase Order will be sent to the empaneled Vendor by email.
- ii. Supply of the books must be made strictly as per the purchase orders.
- iii. The Vendor should acknowledge the receipt of the purchase orders immediately through email, as acceptance of the order.
- iv. Any clarification/query regarding the purchase order should be sought from the Acquisition Section of the Library (**email: [library@niamt.ac.in](mailto:library@niamt.ac.in)**) within seven days from the date of issue of purchase Order.

##### **b. Supply of Printed Books-**

- a. Consignment and mode of dispatch of the books should be to the address mentioned below –

To

The Assistant Librarian

Library and Documentation Centre

***National Institute of Advanced Manufacturing Technology (NIAMT)***

***Hatia, Ranchi – 834 003***

***Dist. Ranchi (Jharkhand)***

- b. Consignment and mode of dispatch of the books should be through the registered/speed post/Registered Parcel/Courier Service/By Hand.
- c. The purchase order will be inclusive of freight charges, loading- unloading, packing-forwarding, transit insurance etc.).
- d. Every supply should accompany with a Delivery Challan / Bill clearly bearing the details of the items supplied with quantity, unit price and total price.

##### **c. Time Frame for Supply and Cancellation-**

- i. The Vendor will have to supply the desired Printed Books within the stipulated time limit i.e. 45-60 days from the date of issue of the Purchase order. However, it may be noted that at sometimes the Vendor may have to deliver the books against the instant orders.
- ii. In case of delay in delivery of books due to be procured from abroad or Print on Demand, the Vendor must inform and seek prior (at least 07 days before the Expiry of scheduled delivery time) permission from the librarian for grant of extension in period of supply time, stating the valid reasons for such extension. However, the order is liable to be cancelled if not executed within 90 days.

- iii. Only new books and not used books to be delivered and not the remaindered one. Books must be in good & acceptable condition and the institute will not accept any defective books, if supplied the same must be replaced immediately without any extra charges.

**d. Invoicing Procedure-**

- i. The Invoice should be submitted in Triplicate.
- ii. Invoice or bill should be raised in the name of "The Assistant Librarian, National Institute of Advanced Manufacturing Technology (NIAMT), Hatia, Ranchi – 834003, Dist. Ranchi (Jharkhand).
- iii. Invoice should contain the PAN No., NIAMT Purchase Order Number, Date etc.
- iv. The items in the invoice should be in the same order as given in the Purchase Order.
- v. Bill/Invoice should possess the certificate that no other charges has been included other than the cost of the book(s) supplied.
- vi. Separate Invoice should be raised against each Purchase Order.
- vii. The invoice should have the following enclosure-
  - i. A certified copy of the latest Publisher's/Distributor's invoice copy or Publisher's online/printed catalogue copy as Price Proof if price is not printed on the book
  - ii. A currency conversion proof with date.
  - iii. Every price proof and currency conversion proof should contain seal and authorized signature of the Vendor.

**e. Currency Exchange rate-**

- i. In case of foreign publications, the original prices in foreign currency shall be mentioned in the Invoice along with the Indian Prices in INR charged in accordance with the approved date of Exchange.
- ii. Reserve Bank of India (RBI) rates applicable on the date of order should only be followed and should be clearly indicated on the invoice. On emergent condition State Bank of India (SBI) rates may be applicable with prior approval.

**f. Discount Structure**

The minimum discount rates shall be applicable as under:

Sl. No.	Category of Book	Minimum Discount Rate
1.	Text Books by Indian Publishers	20%
2.	Indian Reference/Multivolume Books	25%
3.	Text Books by Foreign Publishers	25%
4.	Reference/Multivolume Books by Foreign Publishers	30%
5.	Remainder Titles (Indian)	30%
6.	Remainder Titles (Foreign)	35%
6.	Central Govt./State Govt./Learned Societies/ Other Institutional Publications	5%
7.	No discount title	No discount

**g. PAYMENT TERM FOR THE SUPPLIED BOOKS:**

No advance payment will be made in any case before the supply of Printed Books. Successful vendors must provide the Bills in triplicate against the Purchase order. Payment will be released by NIAMT within 60 (Sixty) days of supply of books provided by the Vendor following the terms and conditions of the Purchase Order and that the supplied books are in good condition as per Purchase Order.

#### **10. OTHER TERMS AND CONDITIONS-**

##### **a. General Terms:**

- i. NIAMT reserves the right to accept or reject the EOI at any stage, in part or in full without assigning any reason thereof
- ii. NIAMT reserves the right to relax/amend/withdraw any of the terms and conditions contained in the EOI document in the interest of the Institute without assigning any reason thereof,
- iii. NIAMT reserves the right to modify/change/delete/add any further terms and conditions at the time of execution of agreement in the interest of Institute.
- iv. Conditional proposals will not be considered in any case.
- v. NIAMT has all the rights reserved to procure any number of books from any of the empaneled vendors irrespective of their merit in the interest of the Institute.
- vi. Merely getting empaneled does not ensure that the purchase order will be placed by NIAMT.
- vii. NIAMT has all the rights to procure Books from other sources any time in the interest of the Institute other than the empaneled vendors.
- viii. Paperback edition of the books should be supplied if available, Cheaper Editions or International Editions should be supplied if available.
- ix. In case of non-availability of the above editions, then only hardbound editions and original foreign editions should be supplied. A certificate from the vendor should be enclosed along with its invoices in this regard.
- x. No supplier/distributor/Vendor/Publisher shall have the sole right to supply the books. Notwithstanding the discount rate(s) so decided, the Institute shall have the right to procure the books directly from such supplier / distributor / Vendor / Publisher on terms and conditions decided by the Institute.
- xi. Please go through the Eligibility Criteria for Empanelment for supply of printed books to the **NIAMT**, Central Library/Department before filling out the application form.
- xii. Incomplete EOI, application forms not filled properly or received after the due date and time will not be entertained. The decision of the Institute in this regard shall be final and binding upon the suppliers.
- xiii. NIAMT may issue amendment/corrigendum to the EOI document before the due date of submission. Any amendment/corrigendum will be posted on the Institute website (<https://www.niamt.ac.in>) only.

##### **b. Termination for insolvency**

The NIAMT may at any time terminate the Empanelment by giving a written notice to the Vendor without assigning any reason or without compensation. If the Vendor become bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.



**c. Force Majeure**

- i. Should any force majeure circumstance arise, each of the Empaneled Vendor should be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected Vendor within fifteen days of its occurrence informs in a written form by the other party.
- ii. Force Majeure shall mean fire, flood, natural disaster or other act such as was, turmoil sabotage, explosion, epidemics, quarantine restriction, strikes and lock outs i.e. beyond the control of either party.

**d. Penalty Clause**

In the event of delayed delivery of the books beyond forty-five days, a penalty of 10% will be levied on the value of books supplied belatedly. However, if the Vendor seeks additional time beyond the stipulated time, then the Vendor needs to send a written request with valid reasons for such extension, to the Librarian for consideration. The institute may or may not grant extension in the interest of the Institute.

**e. Arbitration/Jurisdiction**

- i. In the event of arbitration or any dispute arising under the EOI, the decision of the Director, NIAMT will be binding on both the parties.
- ii. In case of litigation, the court of Ranchi (Jharkhand) alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Ranchi (Jharkhand) Court shall have jurisdiction in the matter.



**Asstt. Librarian**

**ANNEXURE-I**  
**NIAMT, Ranchi VENDOR EMPANELMENT**  
**FORMAT FOR CENTRAL LIBRARY**  
**(PRINTED BOOKS)**

To,  
The Assistant Librarian  
Library and Documentation  
Centre  
National Institute of Advanced  
Manufacturing Technology  
(NIAMT), Hatia, Ranchi  
Jharkhand- 834003

Sir,

In response to your advertisement for empanelment of Publishers / Booksellers / Distributors / Vendors for supply of printed books at your Institute, I, the authorized signatory on behalf of the firm, hereby furnish the desired information, EoI processing fee (Rs. 5000/-) and EMD (Rs. 50,000/-) along with the relevant certified documents.

1.	Name of the Firm:	
2.	Address:	
3.	Contact No	
4.	Website	
5.	Mobile No.: (Authorized signatory)	
6.	E-mail address	
7.	Date of Establishment of Firm	
8.	Name of the Proprietor/Director	
9.	Name of Partner(s) (if any)	
10.	Registration No. of FPBAI/DSBPA etc. (Please enclose a copy of the Registration Certificate.)	
11.	Permanent Account No.: (Attach Copy of PAN No.)	
12.	GST Registration Certificate	
13.	Do you have satisfactorily supplied printed books to at least 10 Government Institute/Universities-Central/State in the last three financial years ending March 2024? If yes, the copies of the purchase orders and certified relevant satisfactory performance certificates issued by the client should be enclosed (Provide information in Annexure-II)	
14.	Annual Turnover of the firm, for the supply of printed books only, for the last three consecutive financial years (attach proof):	
	i	2023-24:
	ii	2022-23:
	iii	2021-22:
		Total:
		Average:
15.	Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) financial years (ending March 2024) along with photocopy of Profit & Loss account and Balance Sheet duly certified by Chartered Accountant	
16.	Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the valid authority letters issued by the publishers	
17.	Details of a non-refundable EoI processing fee as Demand Draft of Rs. 5,000/- (Rupees Five Thousand Only) for empanelment (drawn from any nationalized bank in favour of " The Registrar, National Institute of Advanced Manufacturing Technology" payable at <b>Ranchi (Jharkhand)</b> ).	

Details of Fee Demand Draft		
i	Name of the issuing Bank	
ii	No. & Date	
iii	For Rs.	
iv	Drawn on	
18.	Details of Demand Draft/FDR of Rs. 50,000/- (Rupees Fifty Thousand only) as EMD (refundable) drawn from any nationalized Bank in favour of " The Registrar, National Institute of Advanced Manufacturing Technology" payable at <b>Ranchi (Jharkhand)</b> .	
Details of EMD Demand Draft/FDR		
i	Name of the issuing Bank	
ii	No. & Date	
iii	For Rs	
iv	Drawn on	
19.	Has your firm ever been debarred / blacklisted for doing business from any government organization/Govt. funded organization/Institution? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (Rupees One Hundred only).	
20.	<p><b>DECLARATION BY VENDOR</b></p> <p>I/ We do hereby declare that entries made in this EoI format are true to the best of my/ our knowledge and belief. Deliberately no information has been hidden or misled. If at any stage during and after empanelment, any information furnished and documents provided in this EoI are found to be incorrect /false /fabricated /concocted /misled, then the NIAMT has all the rights reserved to cancel the offer / Empanelment, forfeit the EMD of Rs. 50,000/- and take appropriate action against my/our firm/organization. Further, it is to declare that I have perused all the terms and conditions mentioned in this EoI and are clear and acceptable to my /our Firm/Organization.</p> <p>Dated: _____</p> <p>Place: _____</p> <p style="text-align: center;">Signature of Authorized Signatory Seal of Firm</p>	

**ANNEXURE-II**

<b>Sl.</b>	<b>Name of the Client (Any Government Institute/University- Central / State)</b>	<b>Order Copy Enclosed (Y / N)</b>	<b>Satisfactory supply certificate enclosed (Y / N)</b>	<b>Order Date</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**ANNEXURE- III**

**Document enclosed in support of EoI**

<b>Sl. No.</b>	<b>Details(s) of the Document</b>	<b>Number of Pages</b>	<b>Enclosure Page No.</b>
1.			
2.			
3.			
4.			
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