

**DISCLAIMER**

This tender is not an offer by the All India Institute of Medical Sciences, Raipur, but an invitation to receive offer from bidders/firm/agency etc. No. contractual obligation whatsoever shall arise from this tender process unless and until as formal contract is signed and executed by duly authorised officers of AIIMS, Raipur with the selected bidder/firm/agency.



**All India Institute of Medical Sciences, Raipur**

G.E. Road, Tatibandh, Raipur – 492099, Chhattisgarh

Tele: 0771- 2971307, email: [store@aiimsraipur.edu.in](mailto:store@aiimsraipur.edu.in)

Website: [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)

**Expression of Interest**  
**for**  
**"Supply of Medical Books "**  
**For Central Library Department**

**At**  
**All India Institute of Medical Sciences, Raipur**

**CRITICAL DATE SHEET**

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Published Date	13.08.2018 at 18:40PM
Bid Document Download / Sale Start Date	14.08.2018 at 10:00AM
Bid Submission Start Date	14.08.2018 at 10:00AM
Pre Bid Meeting Venue: - Committee Hall, 1 <sup>st</sup> floor, Medical College Building, Gate No. 05 AIIMS, Tatibandh, Raipur.	20.08.2018 at 03:30 PM
Bid Document Download / Sale End Date / Bid Submission End date	23.08.2018 at 03:00PM
Bid Opening Date	24.08.2018 at 03:30PM



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1. EOI is invited for Medical Books for department of Central Library at AIIMS, Raipur.
2. AIIMS, Raipur (CG) Central Library, invites expression of interest for the Supply of Medical Books” as per the requirement as and when basis At AIIMS, Raipur for the period of two years and it can be extended for another one year on mutual consent.
3. 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 each of the requisite documents to “The Chairperson Central Library Medical College Building 2<sup>nd</sup> floor AIIMS, Raipur ,
4. Instructions for vendors(s)/suppliers(s)/distributor(s), detailed terms and conditions, format of response, are as follow:

**Instructions:**

1. Interested vendor(s)/supplier(s)/distributor(s) should submit their **response in the prescribed format, in sealed envelope** super scribing – **Expression of Interest for the Supply of Medical Books Central Library AIIMS, Raipur.**
2. The response should be signed by an 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.
3. Incomplete and conditional responses will not be considered.
4. At any given point of time, if any of the documents furnished by the vendor(s)/supplier(s) is found to be false, it would be deemed to be a breach of terms of contract making the concerned firm liable for legal action, besides termination of and forfeiture of security deposit.
5. Responses received after the deadline will not be considered.
6. No vendor/supplier/distributor will be allowed to withdraw after submission of applications.
8. The responses will be scrutinized and shortlisted by a Committee duly constituted by the competent Authority of the AIIMS, Raipur. The shortlisted vendor(s)/supplier(s) will then be required to be present at the AIIMS, Raipur for personal interaction on a date, which will be informed by email.
9. The vendor(s)/distributor(s)/supplier(s), are required to agree to supply as per the AIIMS, Raipur “Terms & Conditions for Supply of Medical Books” as stipulated here.

**General Terms & Conditions**

1. EOI not in proper format or EOI without appropriate and supporting documents will be summarily rejected.
2. The Committee Constituted for scrutiny and short listing, reserves the right to accept/reject any or whole EOI without assigning any reason at any stage.
4. The work will be assigned to the vendor(s)/distributor(s)/supplier(s) who will give maximum discount.
5. Discount policy will not be applicable for Government/Non Profit/ Special Category Publications.
6. Exchange Rate for foreign currency shall be calculated as per Bank Rate declared by RBI will be applicable.
7. Selection procedure for all library resources will be based on the recommendations by Authorities/Faculty/HOD/Director/Librarian/Book Purchase Committee/ Research Scholars/Users. The final decision for purchasing will be taken by the Librarian/Book Purchase Committee after necessary verification.
8. The Supplier shall supply books/other items free of postage, packing and forwarding charges.
9. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, AIIMS, Raipur party may, at least option to terminate the contract.

10. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the contract without assigning any reasons thereof and nothing will be payable by AIIMS, Raipur. In that event the security deposit shall also stand forfeited.

**Documents to be submitted along with Proposal**

1. Details of experience in the field of supply of library resources indicating the total number of years in this field & libraries served & the period of such service to them as well as the value of the orders executed.
2. Last three years Income Tax Return or audit Balance Sheet audited by reputed audit firm.
3. Membership details of any Publisher/Booksellers Association like FPBAI, if any.
4. Certificate for Exclusive distribution of the product, if any.
5. Reasonability Certificate in support of subscription rate Proprietary Certificate, if any.
6. Copy of PAN/TAN Number.
7. UTR No. & GST no. (if applicable)
8. Any other relevant document (The University may ask other specific document(s), if required)
9. Brand, Make, Author should be clearly mentioned in offer as well as tender/quotation specific authorization may be submit with the offer/Bid.

**RESPONSE FORM FOR EXPRESSION OF INTEREST OF VENDORS FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY, AIIMS, RAIPUR**

**FILLING THE**

**FORM**

**Expression of Interest (EOI) for Medical Books for department of Central Library at AIIMS, Raipur.**

1. EOI is invited for Medical Books for department of Central Library AIIMS, Raipur.
2. Bidder are requested to quote for the Medical book in their proposal.
3. All interested firm are requested to submitted their plan to supply books at fixed discount at as mention below and their offer in hard copy to address mention as under:-

**Address :-** Chairperson Central Library , Medical College Building, 2<sup>nd</sup> floor, gate No. 05 Tatibandh, GE, Road, AIIMS, Raipur. (CG)

Sr. No.	Particular	Detail
1	Name of the Firm	
2	Address of Head, Office & Branches with Tel, No./Fax No./E-mail, Web site if any	
3	Kind of Proprietorship: Name of address of Directors/ Managing Director/Proprietor If partnership, name and address of partners	
4	Are you a member of Federation of Publishers and Booksellers Association of India (FPBAAI)?	
5	Are You a Distributor/Dealer. Stockiest/Exclusive/Preferred agent? If so, please submit the authority letters issued by the publishers along with the details of Distributor/Dealership/stockiest/Exclusive/Preferred agents.	
6	Proof from authorized distributor or publisher to be submitted in case of out of stock or out of print titles.	
7	Affidavit to be submitted that they have not been blacklisted by any government organization in past.	
8	1. Three years Balance sheet with average turnover of 1 Core every year for last three year financial years to be submitted duly attested by CA.(2015-16,2016-17,2017-18) 2. Income Tax return last Three years.	
9	Vendors laying down there on conditions/terms are likely to be rejected.	
10	The firm should have been a member of Federation of Publishers and Booksellers Association (FPBAI) for last 5years.	
11	A Vendor will most likely get orders for books recommended by his company although sole rights for whom to order lie with the library.	
12	Minimum 6 references of the Libraries of national reputed organizations with whom you are already registered. Out of which 4 should be institutes of national importance and 2 should be reputed research institutes. ( e.g. IITs, IISc, NITs, IIMs,,CSIR Labs, ICMR etc.)	

**Seal & Signature Vendor**

**Firm should be quoted rates as per given proforma:-**

<b>S.No.</b>	<b>Name of Publisher</b>	<b>Discount on MRP In %</b>	<b>Remark</b>

**Note: -** If at any time during the period of contract, the supplier quotes the sale price of such goods to any other Govt. /GEM and Pubic Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the material supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

**Seal & Signature  
Publisher / Authorised Dealer**

**DECLARATION**

1. I/We (Name of proprietor (S) partners of shareholders ) hereby declare that the information provided 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.
2. I/we also hereby declare that all matters related to AIIMS, Raipur (CG) shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority of AIIMS, Raipur.
3. Mr. ----- Whose signature are appearing below, is/are the authorized representative (s) of the firm.
4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, effecting the accuracy of the facts, stated above.
5. I/We have read and understood all the "Terms and Conditions" of Central Library AIIMS, Raipur. as mentioned in this document and consciously agree to abide by them.

**Seal & Signature  
Publisher / Authorised Dealer**

**Place:**

**Date:**