



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

**(An Autonomous body under the aegis of Ministry of Education, Govt. of India)**

**Tender No. IIMS/PUR/ Books/04/2025-26 Dated 22.08.2025.**

**Notice Inviting Tender  
for  
EMPANELMENT OF BOOKS SUPPLIERS FOR IIM SIRMAUR.**

Purchase Office  
Indian Institute of Management Sirmaur  
Dhaura Kuan, Paonta Sahib, Distt. Sirmaur,  
Himachal Pradesh-173031  
Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)

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## NOTICE INVITING TENDER

### SECTION – I

The Indian Institute of Management Sirmaur (IIM Sirmaur) invites online item rate tenders/bids are hereby invited by the undersigned, on behalf of the Director, IIM Sirmaur, from experienced firms for the work titled: “Empanelment of Vendor for Supply of Books (printed, eBooks, kindle format, Avs etc.) at IIM Sirmaur” initially for one year (1), extendable on a year-to-year basis for a maximum of two (2) years, subject to satisfactory performance.

Duly filled-in documents must be submitted online as prescribed in this tender only. The schedule of this tender is detailed below:

Sr. No.	Description of Tender	Empanelment of Vendor for Supply of Books at IIM Sirmaur	
1	Estimated value (Rs.)	INR 1,00,00,000/- (Approx.)	
2	EMD Value @ 2% of the estimated value (Rs.)	<p>Rs. 2,00,000/- (Rupees Two Lakhs only) in the form of a demand draft in favour of the Indian Institute of Management Sirmaur payable at Paonta Sahib, Distt. Sirmaur, H.P. 173025. The scanned copy of the DD should be uploaded along with the technical bid cover on the CPP Portal and hard copy of the DD should be submitted at the Institute before the last date of bid submission.</p> <p>OR</p> <p>directly in the Institute's bank account.</p> <p><b>Account Number: 140701000266</b></p> <p><b>IFSC Code: ICIC0001407 Bank Address: Near Y Point, Main Market, Paonta Sahib, Sirmaur, H.P. 173031</b></p> <p><b>NOTE:</b> EMD is exempted for MSME/NSIC or as per Govt. of India norms, for which the valid exemption certificate should be uploaded to this effect along with technical bid cover.</p>	
3	Tender Publish Date & Time	22.08.2025	06:00 PM
4	Tender Download Date & Time	22.08.2025	06:00 PM
5	Bid Submission Start Date & Time	22.08.2025	06:00 PM
6	Bid Submission Close Date & Time	13.09.2025	06:00 PM
7	Opening of e-Technical bid	15.09.2025	
8	Opening of e-Financial bid	Will be intimated later.	
9	Performance Security	Rs. 5,00,000/- (Rupees Five Lakhs only)	
10	Bid Validity	The validity of the tender shall be 180 days	

		from the last date of submission of the Bid.
11	Award of Contract	Will be intimated later.
12	Stipulated Completion	As mentioned in the Purchase Order.
13	Contact Person	Senior Consultant (Administration)/ Librarian, Indian Institute of Management Sirmaur, Dhaula Kuan, Paonta Sahib, Sirmaur, H.P. 173031. Email Id:- <a href="mailto:sc@iimsirmaur.ac.in">sc@iimsirmaur.ac.in</a> , <a href="mailto:purchaseoffice@iimsirmaur.ac.in">purchaseoffice@iimsirmaur.ac.in</a> <a href="mailto:librarian@iimsirmaur.ac.in">librarian@iimsirmaur.ac.in</a> Contact No. 01704-277-321/312/375
14	Pre-Bid Meeting	Pre-bid meeting will be held online on 03.09.2025 at 03:00 PM. (Bidders who are interested to participate in the online pre bid meeting, the Zoom link shall be shared and those who want to participate offline, may visit IIM Sirmaur at their own cost). The prospective bidder may submit their request for pre-bid meeting through email to <a href="mailto:purchaseoffice@iimsirmaur.ac.in">purchaseoffice@iimsirmaur.ac.in</a> with subject line: "Pre-Bid Meeting for Library Book Empanelment tender, IIM Sirmaur" by 02.09.2025 up to 11:00 AM with all the relevant queries in the email. Any query received after this date & time will not be entertained further. All concerned are requested to keep regularly visit the website <a href="http://www.iimsirmaur.ac.in">www.iimsirmaur.ac.in</a> .
15	Independent External Monitors (IEMs)	1. Mr. M.J Joseph Email: <a href="mailto:mohan.joseph@gmail.com">mohan.joseph@gmail.com</a> 2. Dr. M.C. Borwankar Email: <a href="mailto:mcborwankar@gmail.com">mcborwankar@gmail.com</a>
	<i>*date mentioned at Sl. No. 7 is subject to change</i>	

## **SECTION – II**

### **GENERAL TERMS AND CONDITIONS**

1. The prescribed **Earnest Money Deposit (EMD)** @ 2% of the Estimated value, as mentioned in the document, shall be deposited to the institute with the bid documents and through Demand Draft (DD) drawn in favor of “**Indian Institute of Management Sirmaur**”, payable at Paonta Sahib, Distt. Sirmaur, H.P. 173031 or through NEFT in the Institute’s Account (Details are provided below).

Beneficiary Name: Indian Institute of Management Sirmaur

Bank Name: ICICI Bank Ltd.

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point Main Market, Paonta Sahib, Distt. Sirmaur,  
H.P. 173031

The EMD will be returned within 30 days after completion of this empanelment process, without interest.

2. A **Performance Security of Rs. 5,00,000/- only** is required to be submitted by the successful bidder within 15 days from the date of award of the empanelment.
3. The bidder must submit the Registration Number of the bidder’s firm i.e. GSTIN and the PAN number allotted by the concerned authorities.
4. Amendments (if any) will be communicated to participating firms by way of Corrigendum.
5. The Demand Draft/NEFT details copy for the prescribed Earnest Money Deposit (EMD) must accompany the tender document submitted by the bidder as mentioned in this document. Offers received without the requisite EMD shall summarily be rejected.
6. Eligibility Criteria, Terms and Conditions, Scope of Work, various formats and Proforma for submitting the Tender offer and other details are described in this document.
7. **Do not change this document. Any change/s made in the document by the bidder will lead to disqualification. Bidders are required to sign and submit all the pages of this Tender document and all other required supporting documents.**
8. All Tender Document can be downloaded from the Institute website, [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in), or any issue of corrigendum related to this tender will also be available on the said website.

9. The bidder may note that, after the award of empanelment, the empanelled vendor shall execute an agreement within fifteen (15) days of the issue of the letter of empanelment. In case of failing to adhere to the stipulated terms, conditions and procedures, it will render termination of empanelment and /or imposing moratorium and/or blacklisting of the firm, and/or forfeiture of the security deposit, as decided by the Competent Authority of IIM Sirmaur.
10. The empanelment of Vendor for Supply of Books at IIM Sirmaur is for a period of one year extendable on yearly basis for a maximum of two (2) years from the date of start of empanelment and the Institute reserves the right to curtail or to extend the validity of empanelment on the same discounted rates and terms & conditions for such period as may be mutually agreed and subject to satisfactory performance of the service provider.
11. IIM Sirmaur reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reasons whatsoever and at any moment of time. No correspondence shall be entertained in this regard. Any addendum/corrigendum in respect of this tender shall be issued on the website. No separate notification shall be issued in the newspaper. Bidders are therefore requested to visit the Institute's website regularly to keep themselves updated.

## **SECTION – III**

### **ELIGIBILITY & BID EVALUATION CONDITIONS**

**1. The interested bidder should meet the following minimum qualifying criteria w.r.t experience:**

- a) The firm must have at least ten years of experience in the book trade.
- b) The firm must have supplied books during the last three years from the last date of submission of the proposal to any Institute of National Importance like IIMs, IITs, NITs, etc. A letter of empanelment and satisfactory work completion report/certificate duly issued from at least two institutions mentioned above during the last three years must be enclosed to support this.
- c) The firm must be a member of the Federation of Publisher & Bookseller Association of India (FPBAI). Membership certificate issued by FPBAI should be enclosed.
- d) The firm must possess Importer Exporter Code (IEC) Registration.
- e) The firm should not be blacklisted by any IIMs, IITs, NITS, IISC, IIIT, IISER, NISER, State/ Central Universities and Government Institutions last five years from the last date of submission of the proposal. A self-declaration towards non-blacklisting as per Annexure- should be enclosed.
- f) The firm must be an authorized distributor/dealer/ supplier of the publisher; recent authorization certificates from reputed publishers must be enclosed.

**2. The firm must provide copies of their GST and PAN certificates.**

**3. A UTR number or DD as proof of remittance of EMD. Bidders who are exempted from such payment under Govt. Rules/ Regulations as amended from time to time and claims such exemption are required to submit relevant and valid supporting documents.**

**4. Average Annual Turnover of Rs. 80 Lacs in the last three financial years, i.e. 2022-23, 2023-24 and 2024-25. A certificate from the Chartered Accountant on their letterhead in this regard should be attached.**

**5. Annexures I to VI duly filled, signed and stamped along with the tender document. Annexure-VII to be executed after empanelment.**

**6. Bid Forwarding Letter as per Annexure-III.**

**7. Power of Attorney/ Authorization Letter if the Bid is submitted by an authorized representative of the firm (on the letterhead of the bidder).**

**8. Duly signed and stamped copy of Bid documents alongwith its addendum/ corrigendum, if any.**

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

**10. Method of Selection:**

The process of empanelment of vendors will be done in two stages:

**STAGE-I:** Those bidders who fulfil all the general and technical qualifying criteria will be considered for opening the price bids.

**STAGE-II:** Empanelment shall be done based on the highest discount quoted for a particular category on the Central Public Procurement Portal (CPPP) in terms of percentage (for each category) as prescribed in the financial bid BoQ in the .xlsx format on the CPP portal only.

### **11. Award of Work:**

The award of empanelment will be based on the financial bid duly filled and submitted in the Financial Bid BoQ as per the .xlsx format on the CPP portal only. Bids sent through any other medium shall be summarily rejected.

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

(ii) The Vendor/s should accept the offer within 10 days from the date of receipt of the offer letter for empanelment, failing which the offer will be cancelled automatically.

(iii) Initially empanelment period will be one year from the date of empanelment.

(iv) After the end of the one-year empanelment period, the Institute reserves the right to extend the validity of the empanelment on the same discount rates and terms & conditions for such a period as may be mutually agreed and subject to satisfactory performance of the vendor.

### **12. Book Enquiry and Purchase Process:**

(i) The library emails the book enquiry (Author, Title, Edition, Publisher and ISBN) and seeks the availability of the book, its price, and supply duration from all the empanelled book vendors.

(ii) **Mostly, book vendors will be given a ten-day response time.** However, in the case of urgent requirements for books, response time may be reduced, and the same will be conveyed at the time of the book enquiry.

(iii) The response of the book enquiry must only be submitted as per the format provided during book enquiry. The response submitted by the firm must be valid up to 30 days.

(iii) After receiving the response from the empanelled vendor/s, the order will be distributed among the empanelled vendors based on their participation. The Library Committee of IIM Sirmaur reserves the right to place /reduce/ split the order among empaneled vendors.

(iv) The vendor should offer a maximum on the published /printed prices for all types of publications. The minimum desirable discount in percentage is indicated in the price bid (as evidenced by the publisher's catalogue). The bids which are below the desired minimum discount stipulated by IIM Sirmaur will not be considered.

(v) The library keeps reasonable equity in order distribution based on the participation of empanelled book vendors.

(vi) The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and the performance of the vendor.



**13. Price Proof:**

- a) The supplier shall have to furnish the price proof of the books. In case of any price manipulation when detected at any stage, the supplier shall be responsible for the same, and the excess cost incurred by IIM Sirmaur shall be refunded to the Institute in one instalment.
- b) In support of the price proof, the vendor should provide a copy of the Procurement Invoice from Publishers/Distributors/ copy of the Publisher's Price list.
- c) Every price proof and currency conversion proof should contain a seal and the authorized signature of the vendor.

**14. Time Frame for Supply, and Cancellations:**

- a) 2-3 weeks (maximum) – for Indian titles.
- b) 6-8 weeks (maximum) – for Foreign titles.
- c) After expiry of timeframe, the purchase order shall automatically stand cancelled.
- d) Separate permission for supply of the cancelled titles should be sought from the Library through email.
- e) The decision to accept the supply of cancelled titles is at the sole discretion of the Institute.
- f) If there is a short supply or defective copies or supply of an edition other than the one ordered, IIM Sirmaur may procure from the open market the required copies of the books to the extent of shortfall, at the cost and risk of the approved supplier on whom the original order has been placed and any excess cost incurred by IIM Sirmaur shall be recovered from the original vendor or adjusted against the payment due to the original vendor.

## **SECTION – IV**

### **SCOPE OF WORK**

This NIT document has the following scope of work:

The vendor to whom the Purchase Order (PO) shall be issued has to fulfill the following Institutional requirements:

(i) The vendor should acknowledge the receipt of the Purchase Order, preferably by email, which is taken as an acceptance of the Purchase Order.

(ii) Any clarification/query regarding the Purchase Order should be sought from the Librarian within five (05) days of receipt of the order.

(iii) The vendor should send the supply position/ status of the books within seven (07) days from the date of the Purchase Order; otherwise, the order should be treated as cancelled and transferred to another vendor.

(iv) The books should be sent to, “The Librarian, Indian Institute of Management Sirmaur, Dhaula Kuan, Distt. Sirmaur, Pin Code -173031 (Himachal Pradesh)” or “IIM Sirmaur, City Campus, Rampur Ghat Road, Paonta Sahib, Pin Code -173025 (Himachal Pradesh)” or to the address provided by the Librarian through the Speed Post Parcel/ Registered Parcel/ Courier Services/ Person or any other mode at free of freight charges. The Institute will not be liable for any loss or damage in transit.

(v) For students enrolled in off campus programs of IIM Sirmaur, books are to be delivered door-to-door to each student at the address provided by the library. Per book, **door to door delivery charges will be paid as per the applicable rates of the Department of Posts, Ministry of Communications, Govt.**

(Link for reference only: [https://www.indiapost.gov.in/VAS/Pages/postal\\_rates.aspx](https://www.indiapost.gov.in/VAS/Pages/postal_rates.aspx))

(vi) **The vendor has to strictly execute all the supplies within the stipulated time (as indicated in the previous section).** However, it may please be noted that the vendor will have to deliver the books against order at the earliest.

(vii) In case of delay in delivery of books due to out-of-print (OUP) or Print-on-demand (POD), the vendor has to inform and seek permission from the Institute for the supply. The vendor has to submit the proof from the publisher in support of OUP or POD title/s.

**NOTE: All the orders are timebound and must be supplied as per specific timelines indicated in the Purchase Order.**

## **SECTION – V**

### **OTHER TERMS AND CONDITIONS**

**1. Essential general requirement:**

The firm must have registrations like GST, PAN, registrations etc., as applicable from time to time, with respect to this NIT.

**2. EMD:**

The Bidder has to submit **Earnest Money Deposit of Rs 2,00,000/- (refundable to the unsuccessful bidders without interest).**

**(EMD) of Rs. 2,00,000/-** through NEFT in the Institute's Account or in the form of Demand Draft in the name of **"Indian Institute of Management Sirmaur"** payable at **Paonta Sahib** from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Himachal Pradesh) should be dispatched to the Institute. Bids without **EMD will not be termed valid (except relevant MSME/NSIC certificate).**

**3. Bid validity:**

Bid submitted by the bidder shall remain valid for a period of **180 days** from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as **"REJECTED"**.

**4. EMD will be returned to unsuccessful firms as promptly as possible but not later than 30 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract and furnishing the Performance Bank Guarantee of Rs. 5,00,000/- as prescribed by IIM Sirmaur, whichever is earlier. No interest is payable on EMD.**

**5. Submission of Bid:**

This is a two bid system containing Technical and Financial Bid invited online through the IIM Sirmaur website only. Technical bid shall contain only the documents pertaining to the technical eligibility and document requested as per the checklist of this tender document (Annexure-VI). Financial bid shall consist of the Price Bid wherein the bidders are requested to quote their discounts/rates in the bid BoQ, complete in all respects in the prescribed format.

**6. Duration of Work:**

As mentioned in the Award of empanelment / Purchase Order.

**7. Amendment of the Document (Corrigendum):**

At any time prior to the deadline for submission of bids, IIM Sirmaur may, for any reason, modify the tender notice and formal corrigendum (if any) will be issued in this regard.

**8. Prices, Taxes and Duties:**

The Bidder should quote firm prices/ rates taking into account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax, GST and all other expenditure required to be incurred by the firm for providing required services etc. during the contract period as indicated above and afterwards no variation on any account

unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.

**9. Assignment & Sub-Contract:**

The selected firm shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the Institute (IIM Sirmaur).

**10. Termination of empanelment:**

- a) This empanelment can be terminated by giving a 30 days notice by the Institute.
- b) Upon any such termination, IIM Sirmaur shall have no liability towards the book supplier for any damage, including loss of anticipated profits. As it's sole right and remedy, the book supplier shall be paid for the titles already provided and to be provided till the date of termination.
- c) The termination of the empanelment shall not relieve the contractor/book supplier of any obligations and liabilities under the contract.

**11. Confidentiality and Disclaimer**

All information supplied by the IIM Sirmaur in connection with this NIT must be treated as confidential and, for the avoidance of doubt, all parts of the NIT are to be treated confidentially by the Bidders.

**12. Conditional Participation:**

Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the technical specifications/ requirements of the Bidding documents shall not be considered.

**13. Contract Agreement:**

The successful Bidder shall be required to execute a Contract Agreement with IIM Sirmaur on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only) within 15 days from the date of the award of empanelment. The cost of stamp paper shall be borne by the successful Bidder. IIM Sirmaur reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.

**14. Liquidated Damages:**

In the event of failure to provide service or delayed delivery of textbooks beyond 10 (ten) days of the stipulated time frame for delivery mentioned in this tender document, liquidated damages @ 1 % per week or part thereof of total quoted price subject to a maximum of 1% of the work order value. The Agency shall be fully responsible for faithful compliance of the provisions of the Purchase Order/Work Order/Agreement. Any breach or failure to perform the same may result in termination of the Purchase Order/Work Order/Agreement and forfeiture of the security deposit as well as other legal recourse.

**15. Force Majeure:**

If the whole or any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control

of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.

**16. Interpretation:**

In the event of any difference in the interpretation of any of the clauses of the service contract and/or the documents, the clarification given by the SC(Administration) of Indian Institute of Management Sirmaur (IIM Sirmaur) shall be final and binding on the Parties.

**17. Exit Clause:**

IIM Sirmaur can terminate the contract at any time i.e. during the contract period on mutually-agreed terms. The Director, IIM Sirmaur reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof and decision of the Director, IIM Sirmaur shall be final and binding on the sellers/agencies in respect of any clause covered under the contract.

**18. Settlement of Disputes:**

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.

**19. Any dispute whatsoever shall be subject to the jurisdiction of Paonta Sahib, Himachal Pradesh only.**

**20. Other Information:**

- a) Institute (IIM Sirmaur) may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the bid. The Institute (IIM Sirmaur) at its discretion may change, upgrade or drop the criteria or part thereof at any time before awarding the contract.
- b) A bid submitted with false information will not only be rejected but the firm will also be debarred from participation in future processes at IIM Sirmaur.
- c) Financial bid must be filled and submitted in the prescribed format given on the CPP portal separately.
- d) Any discrepancy / misprint is noticed / specification or BOQ, it should be clarified from the Institute before quoting the rate.
- e) Indian Institute of Management Sirmaur shall not be bound to accept the lowest tender and reserves the right to reject any or all the Tenders without assigning any reason.
- f) The successful tenderer shall submit additional Initial Performance security of Rs. 5,00,000/- only in form of DD/FDR/Bank Guarantee in favor of Director, Indian Institute of Management, Sirmaur within 15 days of award of empanelment. It shall be released after satisfactory completion of contract.
- g) As the tendering process is online any manual or system errors made before or during document uploading must be accepted by the tenderer. No claims related to such errors will be entertained.

## **SECTION – VI**

### **PAYMENT TERMS & CURRENCY EXCHANGE RATE**

The Payment will be made within 30 days from the receipt of the consignment / books in good condition and after submission of the original invoice.

**NOTE:**

- (i) Hard copy of Invoice is to be submitted in triplicate in the name of the Indian Institute of Management Sirmaur.
- (ii) The invoice should contain the Purchase Order Number and Date. The items in the invoice should be as per the given Purchase Order.

**For currency exchange rates:**

- (i) In the case of foreign publications, the original price in the foreign currency shall be mentioned in the invoice alongwith the Indian price charged in accordance with the approved rate of exchange.
- (ii) Financial Benchmark India Private Ltd, (FBIL) Reference Rate/ Currency Conversion Rate or any Nationalized bank Currency Conversion Rate as applicable on the date of the invoice should only be followed, and it should also be clearly indicated on the invoice.

**Annexure-I**

To

Senior Consultant (Administration),  
Indian Institute of Management Sirmaur  
Rampur Ghat Road, Paonta Sahib,  
Sirmaur. Himachal Pradesh 173031.

**Sub: - EMD Details.**

Ref: - Tender No. IIMS/PUR/Books/04/2025-26 Dated 22.08.2025

Empanelment of Books Suppliers for IIM SIRMAUR

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM Sirmaur are enclosed herewith towards EMD

<b>Detail of DD or Direct transfer</b>	<b>Amount (Rs.)</b>	<b>DD/BC No. or UTR no.</b>	<b>DD/BC Date or Date of transaction</b>	<b>Bank Name</b>
EMD				

Thanking you yours faithfully,

(Authorized Signatory with Seal)

To

Senior Consultant Administration  
Indian Institute of Management Sirmaur  
Dhaura Kuan, Distt. Sirmaur,  
Pin Code- 173031 (Himachal Pradesh)

**Sub: - Self Declaration Certificate**

Ref: - Tender No. IIMS/PUR/Books/04/2025-26 Dated 22.08.2025

Empanelment of Books Suppliers for IIM SIRMAUR

Dear Sir,

With reference to the above, I/We are offering our competitive bids for Empanelment of Books Suppliers for IIM SIRMAUR, in Himachal Pradesh at IIM Sirmaur.

I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

Date:

Authorized Signatory

Place

Name:

:

Designation:

Contact No.:

Email ID:



**BID FORWARDING LETTER**

(On the Letterhead of the Bidder)5

Date: .....

**To**

**The Senior Consultant (Admin)**

**Indian Institute of Management Sirmaur**

**Dhaura Kuan, Distt. Sirmaur,**

**Pin Code- 173031 (Himachal Pradesh).**

Ref: - Tender No. IIMS/PUR/Books/04/2025-26 Dated 22.08.2025

Empanelment of Books Suppliers for IIM SIRMAUR

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 ₹ 2,00,000/- (Rupees Two Lakhs only) in the form of Draft/ Bank Guarantee in favor of Indian Institute of Management Sirmaur and/ 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)

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

(On the Letterhead of the Bidder)

Date: .....

To,

**The Senior Consultant (Admin)  
Indian Institute of Management Sirmaur  
Dhaura Kuan, Distt. Sirmaur,  
Pin Code- 173031 (Himachal Pradesh).**

Ref: - Tender No. IIMS/PUR/Books/04/2025-26 Dated 22.08.2025

Empanelment of Books Suppliers for IIM SIRMAUR

Dear Sir,

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not Blacklisted/De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 3 years.

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.

Your faithfully,

(Name & Signature with stamp of the bidder)

## Annexure-V

### Financial BID Proforma (IIM Sirmaur)

(To be submitted online on the CPP portal in .xlsx format only)

Bidders are required to fill Price Bid in the following format:

Date of Submission of Financial Bid:		
Tender for Empanelment of Vendor for Supply of Books to IIM Sirmaur Tender No:		
Name of the Firm: Correspondence Address: Tel/Mob No: Email Id:		
(1)	(2)	(3)
<b>Publications</b>	<b>Minimum Discount (In figures)</b>	<b>Desirable Percentage Percentage of Discount offered (In figures)</b>
Foreign Publications (Single copy)	37	
Foreign Publications (Multiple copies)	38	
Indian Publications in English language (Single copy)	33	
Indian Publications in English language (Multiple copies)	34	
Books published in Hindi (Single copy)	32	
Books published in Hindi (Multiple copies)	35	
Government/society publications (Single copy)	-	
Government/society publications (Multiple copies)	-	
<b>Note:</b> (1) The empanelment shall be based on the highest discount that the vendor offers separately for each category. A vendor shall submit the bids for all types of publication(s) as specified above. (2) The discount percentage shall remain unchanged during the entire period of empanelment/ Contract. (3) Conditional bids shall summarily be rejected. (4) The Financial Bid should be expressed both in figures and words. If any discrepancy is found between figure and words in the Financial Bid, the value in words shall prevail. (5) Base discount mentioned in the table as above will be provided for the respective Publications by the empanelled vendors. (6) <b>Book(s) are to be delivered to the Institute free of cost. However, for EMBA Programmes, book(s) are to be delivered door to door to each student and faculty, on the addresses provided by the Institute. Per book door to door delivery charges will be paid as per the applicable rates of the Department of Posts, Ministry of Communications, Govt.</b> (Link for reference only: <a href="https://www.indiapost.gov.in/VAS/Pages/postal_rates.aspx">https://www.indiapost.gov.in/VAS/Pages/postal_rates.aspx</a> )		

**NOTE:** The BoQ details mentioned above are just for reference purposes. The actual financial bid BoQ is to be submitted online on the CPP portal in .xlsx format only.

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR****CHECKLIST TOWARDS ELIGIBILITY CRITERIA****MANDATORY**

(Self-attested photocopies of all supporting documents must be attached and uploaded in the Technical Bid PDF to be filled by the Bidder)

Date of Submission of Bid:		
Tender for : Empanelment of Vendor for Supply of Books to IIM Sirmaur		
Tender No.:		
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 particular must be enclosed</b>		
<b>Sr. No.</b>	<b>Particular</b>	<b>Enclosed Details (with page no.)</b>
1	Particular of EMD of ₹ 2,00,000/- (Rupees Two Lakhs only)	
2	EMD details. If exempted from deposit of EMD, submit valid documents in support of this. (Annexure-I)	
3	The firm must have supplied books during last three years from the last date of submission of the proposal to any Institute of National Importance like IIMs, IITs, NITs etc. Letter of empanelment from at least two Institutions mentioned above during last three years has to be enclosed support of this	
4	The firm must be a member of the Federation of Publisher & Bookseller Association of India (FPBAI), Membership certificate issued by FPBAI should be enclosed. IEC registration. The firm must have 10 years' experience in book trade.	
5	The firm should not be blacklisted by any IIMs, IITs, NITs, IISc, IIIT, IISER, NISER, State/ Central University and Government Institutions in last five year from the last date of submission Of the proposal. Self-declaration towards Non Black listing as per format in Annexure-IV should be enclosed	
6	The firm must be an authorized distributor/ dealer/ supplier of the publisher. Recent authorization certificates from reputed publisher have to be enclosed.	
7	The firm should have average annual turnover of ₹ 80 lakhs in last three financial year 2022-23, 2023-24 and 2024-25 duly certified by a Chartered Accountant should be enclosed in support of this along with ITR of above financial years.	
8	Copy of PAN / GST No. should be enclosed.	

9	Bid Forwarding Letter as per format in Annexure - III	
10	Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the firm (on the Letterhead of the bidder)	
11	Duly signed and stamped bid documents alongwith its addendum/ corrigendum, if any.	

**Note: It is mandatory to fill up the all points of the checklist.**

I/We undertake that documents are genuine/authentic and nothing has been cancelled and that I/We are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

**(Authorized Signatory with Seal)**

**To be signed by Tenderer and Authorised Signatory of Indian Institute of Management Sirmaur**

**INTEGRITY AGREEMENT**

(IIMS)

**INTEGRITY AGREEMENT**

THIS INTEGRITY AGREEMENT is made at ..... on this..... day of ..... 2025

BETWEEN

The Authorised Signatory, IIMS (hereinafter called “IIMS” or “Owner” which expression shall unless repugnant to the context or meaning thereof is deemed to include its successors & permitted assigns) of the FIRST PART:

AND ..... (Name and Address of the Individual/firm/Company) through..... (Hereinafter referred to as the (Details of duly authorized signatory) “Tenderer/Contractor” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns) of the SECOND PART

Each of the IIMS/Owner and Tenderer/Contractor individually referred to as the “Party” and collectively referred to as the “Parties”.

WHEREAS the Owner floated a tender for the \_\_\_\_\_, District Sirmaur, Himachal Pradesh. (“Tender”) and intends to award, under laid down organizational procedure, contract pursuant to issuance of such Tender (“Contract”).

AND WHEREAS the Owner values full compliance with all applicable laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its tenderer(s) and contractor(s).

AND WHEREAS to meet the purpose aforesaid, the Parties have agreed to enter into this Integrity Agreement (“Integrity Pact” or “Pact”), the terms and conditions of which shall also be read as integral part of the tender documents and agreement between the parties and shall be construed accordingly.

**NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the Parties hereby agree as follows and this Pact witnesses as under:**

**Article 1: Commitment of the Institute**

The institute commits itself to endeavor to take all measures necessary to prevent corruption and to observe the following principles:

- (a) No employee of the institute, personally or through any of his/her family members, shall in connection with this tender, or the execution of the agreement, demand, take a promise for or accept, for self or family members.
  - (b) Any material or immaterial benefit which the person is not legally entitled to.
  - (c) The Institute shall, during the tender process, treat all tenderer(s) with equity and reason. The institute shall, in particular, before and during the tender process, provide to all tenderer(s) the same information and shall not provide to any tenderer(s) confidential/additional information through which the tenderer(s) could obtain an advantage in relation to the tender process or the execution of agreement.
  - (d) The institute shall endeavor to exclude from the tender process any person whose conduct in the past has involved any bias of any nature.
- 2) If the institute obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC) or Prevention of Corruption Act, 1988 or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Owner shall be at liberty to take appropriate disciplinary action or initiate disciplinary proceedings as per its internal policies and procedures.

#### Article 2: Commitment of the Tenderer(s)/Contractor(s)

- 1) Each Tenderer/Contractor shall be required to (including their respective officers, employees and agents) adhere to the highest ethical standards and shall report to the institute of any suspected acts of fraud or corruption or coercion or collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation and award of the tender/contract.
- 2) The tenderer(s)/contractor(s) shall commit themselves to take all measures essential to prevent any act of corruption. The tenderers/contractors commit themselves to observe the following principles during their participation in the tender process and during the execution of the contract:
  - a) The tenderer(s)/contractor(s) shall not, directly, indirectly or through any other person or firm, to obtain any advantage of any kind whatsoever during the process of tender or during the execution of the contract, offer, promise or give to any of the Institute's employees involved in the Tender process or execution of the contract or to any third person any material or other benefit which such person is not legally entitled to.
  - b) The tenderer(s)/contractor(s) shall not enter with other tenderer(s) any undisclosed agreement or understanding, whether formal or informal for manipulating prices, specifications, certifications, subsidiary contracts, submission or non-submission of tenders or any other actions to restrict competitiveness or to cartelize in the tendering process.
  - c) The tenderer(s)/contractor(s) shall forbear from committing any offence under the Indian Penal Code (IPC) or Prevention of Corruption Act, 1988. The tenderer(s)/contract(s) shall not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the institute as part of the business relationship, plans, technical proposals and business details, including information contained or transmitted electronically or otherwise.

d) The tenderer(s)/contractor(s) shall, when presenting a tender, disclose any and all payments made, committed to make or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

3) The tenderer(s)/contractor(s) shall not instigate any third person to commit offences mentioned above or be an accessory to such offences.

4) The tenderer(s)/contractor(s) shall not, directly or through any other person indulge in fraudulent practice including but not limited to willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the interest of the institute.

5) The tenderer(s)/contractor(s) shall not, directly or through any other person use coercive practices including but not limited to the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process.

### Article 3: Consequences of Breach

Without prejudice to any rights available to the institute under law or the contract or its established policies and procedures, the institute shall have the following rights in case of breach of this Integrity Pact by the tenderer(s)/contractor(s) and the tenderer/contractor accepts and undertakes to respect and uphold the Owner's absolute right:

1) If the tenderer(s)/contractor(s), either before award or during execution of contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the institute after giving 10 days' notice to the tenderer/contractor shall have the powers to disqualify the tenderer(s)/contractor(s) from the process of tender or terminate/determine the contract, if already executed or exclude the Tenderer/Contractor from future contract award processes. The imposition and duration of the exclusion shall be determined by the severity of transgression and determined by the institute. Such exclusion may be forever or for a limited period at the sole discretion of the institute.

2) Forfeiture of EMD/Performance Guarantee/Security Deposit: Pursuant to the institute disqualifying the tenderer(s) from the tender process prior to the award of the contract or terminates/determines the Contract or has accrued the right to terminate/determine the contract according to Article 3(1), the institute apart from exercising any legal rights that may have accrued to the Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit rendered by the Tenderer/Contractor.

3) Criminal Liability: Pursuant to the institute obtaining any knowledge of conduct of a tenderer or contractor, or of an employee or a representative or an associate of a tenderer or contractor which constitutes corruption within the meaning of the Indian Penal Code (IPC) or Prevention of Corruption Act, 1988 or if the institute has substantive suspicion in this regard, the institute shall forthwith inform the same to any law enforcing agencies for further investigation without being obligated to first inform the tenderer/contractor of the same.



#### Article 4: Previous Transgression

- 1) Each tenderer/contractor shall declare and confirm that no previous transgressions have occurred in the last five (5) years with any other company in any country confirming to the anti-corruption approach or with the Central Government or any State Government or any other Central/State Public Sector Enterprises in India that could justify its exclusion from the process of this tender.
- 2) Upon any incorrect, false, misleading statement made or submitted by the tenderer in terms of 4(1) above, shall render the tenderer disqualified from the process of tender or entitling the institute to take any action for imposing a ban on any business dealings/holiday listing of the tenderer/contractor at the sole discretion of the Owner.
- 3) Upon a confirmation made by the tenderer/contractor, to the satisfaction of the institute, proving that the damage caused has been resorted / recouped and a suitable corruption prevention system has been installed to the satisfaction of the institute, the exclusion may be revoked prematurely by the institute at its sole discretion.

#### Article 5: Equal Treatment of all Tenderers/Contractors/Subcontractors

- 1) The tenderer(s)/contractor(s) undertake(s) to demand from all sub-contractors a commitment in conformity with this Integrity Pact. The tenderer/contractor shall be responsible for any violation(s) of this Integrity Pact by any of its subcontractors/sub-vendors.
- 2) The institute shall enter into such agreements or pacts on identical terms as this Integrity Pact with all tenderers and contractors.
- 3) The Owner shall disqualify tenders who fail to submit the duly executed Integrity Pact along with the tender or violate any of the provisions at any stage of the tender process.

#### Article 6- Duration of the Pact

This Pact shall become effective on the day the institute and the tenderer/contractor have signed and executed the same. The Integrity Pact shall continue to remain in force for the Contractor till twelve (12) months after the completion of work under the contract or till the continuation of defect liability period, whichever is later. However, the Integrity Pact shall come to an end for unsuccessful tenderers upon award of the contract to the successful tenderer. If any claim is made/lodged during this time, the same shall be binding and continue to remain valid despite the lapse of this pact as specified above, unless such tenderer is discharged by the institute.

#### Article 7- Other Provisions

- 1) The Integrity Pact shall be governed by the applicable Indian laws and the place of performance and jurisdiction shall be the place of office of the institute.

2) Any change, amendment, modification or supplement or addendum to the Integrity Pact can only be brought into effect by way of a mutual written agreement between the parties to the Integrity Pact.

3) If the contractor is a partnership or a consortium, this Pact shall be executed and signed by all the partners or by one or more partner's holding power of attorney executed in favour of such partner or partners by the remaining partners. In case the contractor is a company, the Pact shall be executed and signed by a representative duly authorized.

4) In case any of the provisions of this Integrity Pact is rendered invalid by law or otherwise, the remaining provisions of the Integrity Pact shall continue to remain valid and binding on the parties. In such a case, the parties shall strive to come to an agreement to the original intension envisaged under the Integrity Pact.

5) The parties agree that any dispute or difference arising between the parties with respect to the terms of this Integrity Pact, any action taken by the institute in accordance with this Integrity Pact or any interpretation thereof shall not be subject to arbitration.

6) The person signing the IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.

#### Article 8- LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies available to the parties under law or contract and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. The parties agree that this Integrity Pact shall have precedence over the tender/contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the Parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of the following witnesses:

.....

(For and on behalf of Institute)

.....

(For and on behalf of tenderer/contractor)

WITNESSES (Signature, name and address)

1

2

Place:

Dated: