

## EMPANELMENT OF VENDORS / SUPPLIERS OF BOOKS FOR IIIT BHUBANESWAR CENTRAL LIBRARY

### TENDER SCHEDULE

Tender Ref. No.	:	IIIT-Bh/21216/ 052
Date of Publication of Advertisement in Print Media	:	31 <sup>st</sup> January 2026
Publication of Tender Documents in the website	:	31 <sup>st</sup> January 2026
Deadline of Submission of Bids	:	By 2.00 PM of 23 <sup>rd</sup> February 2026
Opening of the Technical Bid	:	4.00 PM on 23 <sup>rd</sup> February 2026
Opening of the Financial Bid	:	Shall be communicated to technically qualified bidders through email/phone call.

Email: cpsd@iiit-bh.ac.in  
Phone: (0674) 2653306



## IIIT BHUBANESWAR

GOTHAPATNA, MALIPADA, BHUBANESWAR - 751003

WEB - [WWW.IIIT-BH.AC.IN](http://WWW.IIIT-BH.AC.IN)



## A. ABOUT IIIT BHUBANESWAR

International Institute of Information Technology Bhubaneswar (IIIT Bhubaneswar), a non-affiliating University by an act of the Odisha State Assembly, invites quotations from reputed registered book vendors/suppliers having at least five years of experience of supply of books to any Central/State Universities, IITs, NITs, IIITs etc. The empanelment shall be valid for a period of three (3) years from the date of issuance of the empanelment order.

The pre-qualified bids are to be opened at the first instance and evaluated by competent committee or authority. At the second stage the financial bid of only technically qualified vendors/suppliers will be opened for further evaluation of vendors for empanelment.

1. The offer may be submitted in Two-Bid system i.e.
  - (i) Pre-qualification Bid (as per Part-A) and
  - (ii) Financial Bid (as per Part-B) in terms of discount.
2. The tender document can also be downloaded from our website: [www.iiit-bh.ac.in](http://www.iiit-bh.ac.in)
3. The vendors/suppliers participating in the process shall deposit the Tender Document Cost of Rs. 1,000/- (Rupees One Thousand Only) and Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only) through Demand Draft in favour of "IIIT Bhubaneswar" payable at Bhubaneswar.
4. The vendors/suppliers or his authorized representative shall sign on every page of the document submitted by them with seal of the firm/agency concerned.
5. The Director, IIIT Bhubaneswar reserves the right to amend or withdraw of any of term and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.

**Last date of submission of Quotation: 23.02.2026 up to 2:00 PM**

**The date and time for opening of Tender: 23.02.2026 up to 4:00 PM**



**B. IMPORTANT INSTRUCTIONS:**

1. Read the tender document carefully before filing.
2. Sign each page with seal.
3. PART "A" should contain-
  - a) Prequalified Bid with all relevant signed documents as mentioned in Terms and Conditions
  - b) Tender document cost (Rs. 1000/-) and EMD (Rs. 10,000/-) in shape of DD.
  - c) Sealed envelope with superscription "Prequalified Bid for the Empanelment of vendor for supply of Books". (Part-A)
4. PART "B" should contain only Financial Bid as per the attached format. Sealed envelope with superscription "Financial Bid for the Empanelment of vendors for supply of Books" (Part-B). No overwriting or use of correction fluid shall be accepted in the Financial Bid. Any corrections shall be legible and signed by the authorized signatory.
5. Put Part-A and Part-B in separate sealed covers and put both the sealed cover in one cover addressed to **The CPSD, IIIT Bhubaneswar, Gothapatna, Bhubaneswar, Odisha-751003** with superscription on the cover as "**Proposal for the Empanelment of Vendors for Supply of Books for Central Library at IIIT Bhubaneswar**" and send to the above mentioned address within stipulated date and time.
6. IIIT Bhubaneswar accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete will be summarily rejected.
7. The bid documents will be rejected if it is-
  - a) Incomplete
  - b) Not properly filled.
  - c) Received after the due date
  - d) Not accompanied with accounts payee demand draft worth Rs. 1,000/- for Tender Document Cost
  - e) Not accompanied with accounts payee demand draft worth Rs. 10,000/- for EMD
8. The Director, IIIT Bhubaneswar reserves the right to approve or reject any or all offers.

**Date:**

**Seal and Signature of the Vendor**



### C. TERMS AND CONDITIONS OF SUPPLY OF BOOKS:

1. **Enquiry on availability of Books:** At the first instance all the empanelled vendors/suppliers will be sent an e-mail query with list of books and number of copies against each title required for the library procurement. On receipt of the e-mail, the vendors/suppliers having books as per above list in their ready stock of books must respond within three days by quoting titles available with number of copies and unit price, by reply email only. In case of emergent requirements, orders may be placed with local vendors, however discount policy will remain the same.
2. **Purchase Order:** Supply of books must be made strictly against and as per 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 e-mail. Any clarification/query regarding the purchaser order should be sought from the library within two (2) working days of receipt of the order.
3. **Supply:** The books should be sent to **The Central Library, IIT Bhubaneswar, Gothapatna, Bhubaneswar - 751003**, by speed post/registered post/courier/person. The charges will be borne by the supplier. Every supply should be accompanied by a delivery challan/bill, clearly bearing the details of the items and titles in supply, their quantity and price.
4. **Time Frame for supply:** Within 20 days for Indian titles and 45 Days for foreign titles. Latest edition of books, paperback editions and Indian editions of books should be supplied, unless mentioned otherwise. In case of non-availability of paper back and Indian editions, clarification/ permission should be sought, preferably by e-mail, from the library regarding supply of the available editions.
5. **Invoice Procedure:** The supplier should submit the pre-receipted bill in triplicate mentioning the purchaser order number, date and delivery challan number and date along with the supporting documents if any, such as Xerox copy of the publisher's current catalogue price proof duly stamped and signed by the supplier concerned copy of original import invoice etc. A price certificate required to be incorporated in each bill stating that **the price charge in this bill/invoice is/are correct catalogue price of the publisher's/Authorized distributor's price.**



6. **Discount Rate:** The discount pattern offered in Financial Bid accepted by IIT Bhubaneswar should be followed.
7. **Conversion rate:** Financial Benchmark India Private Ltd. (FBIL) Reference Rate/ Currency Conversion Rate/ Nationalized Bank rate as applicable on the date of the invoice should only be followed and should also be clearly indicated on the invoice.
8. **Return of Damage Books:** If a supplied book does not confirm specifications or if books are not in good condition, the supplier will be asked to take back the book at his own expense and replace it within 15 days. The library will not be responsible for such books if not taken back and replaced within the said period.
9. **Termination of Empanelment:** A Vendor's Empanelment may be terminated/dropped/blacklisted from the panel of suppliers at the occurrence of any of the following events:
  - a) If the vendor fails to deliver even, at least 70% of the order (in terms of number of titles) during the year.
  - b) In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.
  - c) If at any time it is found that the information provided by the vendor in any form about publication, services and related matters is incorrect and results in losses in any form to the institute.

**Date:**

**Seal and Signature of the Vendor**

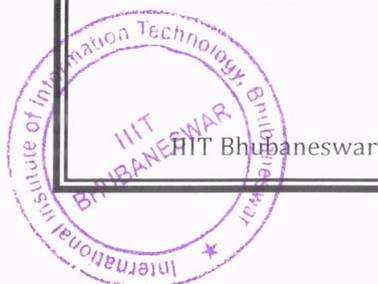


**Part-A**  
**Pre-qualified Bid**

Sl. No	Particulars	Detailed Descriptions
1	Name of the Vendor/Supplier	
2	Complete Postal Address with Contact No., E-mail	
3	Details of Authorized Person (Name, Designation, Contact No.	
4	Financial Status (you may attach balance sheet for the last three years) and Turnover Certificate duly signed by Chartered Accountant.	
5	PAN (Attach a Copy)	
6	GST (Attach a Copy)	
7	ITR for last 3 Fiscal years	
8	Experience/Clientage: (The prospective bidder must enclose latest photocopies of the minimum 3 work orders of the reputed educational institutions for the supply of books which at least two should be for reputed Government Libraries/State or Central Universities/institutions	
9	Enclose an undertaking stating that the firm is not blacklisted from any Government of India/State or central universities/Autonomous bodies	

Date:

Seal and Signature of the Vendor



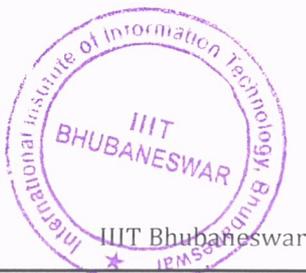
**Part-B**  
**Financial Bid**

Percentage of Discount offered (to be mentioned both in figure and words)

Sl. No	Category of Books	Discount in figure	Discount in Words
1	Indian Publications		
	a) Text Books		
	b) Reference Books		
	c) General Books (Fiction, Non-fiction, Reports, Dictionaries, Govt. Publications etc.)		
2	Foreign Publications		
	a) Text Books		
	b) Reference Books		
	c) General Books (Fiction, Non-fiction, Reports, Dictionaries, Govt. Publications etc.)		

Date:

Seal and Signature of the Vendor



IIT Bhubaneswar