

**Indian Institute of Technology Kharagpur
Vinod Gupta School of Management
Kharagpur – 721302**

Subject: Purchase of Text Books for MBA, EMBA & PGDBA students.

Enquiry No: IIT/VGSOM/Textbook/2018-19/02 dated Tuesday, April 3, 2018

Last Date of Submission: **03/05/2018**:1500 hours

Time & Date for opening: **03/05/2018**:1500 hours.

The School intends to procure a large number of books for its students. **The contract will be initially for a period of one year (2018-19) which may be extended for another two years on yearly renewal basis subject to satisfactory performance.**

The enlisted Book Supplier of the Central Library, IIT Kharagpur are requested to send their offer with single discount rate for group A and B publishers in the format given below in a sealed envelope to the designated TENDER box, kept near VGSOM Security check point on or before **03/05/2018** at **3 P.M.** The interested bidder who will offer the highest discount and agree the following terms and conditions may be asked to supply the books with seven days notice. The bidder is also requested to provide the current edition books. Old edition books will not be accepted. Central Library Enlisted vendors or their authorized representatives may attend the meeting for opening the price bidding.

Terms & Condition:

1. Initial Period of supply: Academic Session 2018-2019 that is from **01/07/2018 to 30/06/2019.**
2. Books will be delivered at the School with Discount in good order and condition. No delivery charges will be paid for delivery purpose.
3. List of books along with number of copies will be given with PO. **PO is expected to be given in the first week of June'2018 for autumn semester and Dec'2018 for spring semester.**
4. All the books should be delivered within Fifteen (15) days from the date of issue of the P.O. If the vender is unable to supply within the stipulated date, then Institute may offer the same to the next vender with the same discount rate and with the same terms and conditions, which will be binding for all the venders. Vender will be responsible for this.
5. Unutilized books will be informed to venders by us within 15 days after delivery. Vender (s) will take the unutilized books from the undersigned immediately.

6. Any further requisition of additional copies, new books must be entertained and delivered within 10 days from the date of issue of the P.O.
7. Complimentary copies may be made available for teacher and school library as follows:

Order Below 31	: One copy
Between 31 to 50	: 2 copies
Between 51 to 100	: 3 copies
Above 100	: 4 copies
8. Books will be accepted only if those are in good order and condition.
9. Purchase Invoice to be provided at the time submission of Bills.
10. Price proof to be provided from Publisher Website. In case not available, Catalogue price to be provided.
11. Interested bidder/authorized representative (authorization letter duly sealed and signed) from the company may attend at the time of opening the bid
12. No conditional offer will be accepted by the Institute and Institute has the right to cancel full order or part order as the case may be. No representation in this regard will be entertained.
13. As far as possible, electronic teaching resources may be made available along with the complimentary copies.

Dean (Actg.), VGSOM
IIT Kharagpur

QUOTATION FORMAT:

Group	Publishers	Discount Rate
A	Cambridge University Press, Oxford University Press, Oxford IBH, Tata McGraw Hill, McGraw Hill, Pearson Education, Wiley India, PHI, Cengage Learning	
B	Others	