

**Madhya Pradesh Bhoj (Open) University
Bhopal**

Empanelment of E-Book Suppliers (Aggregator) for the Distribution of E-Books

eTENDER

**Empanelment of E-Book Suppliers (Aggregator) for the Distribution of
E-Books (Hindi and English)**

Madhya Pradesh Bhoj Open University

Bhopal

Madhya Pradesh Bhoj (Open) University Bhopal

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Important Dates

S.No.	Events	Date	Time
01	Issue of eTender	16/03/2024	12.00 PM
02	Pre-Bid Meeting	21/03/2024	12.00 PM
03	Bid Submission Start Date	30/03/2024	12.00 PM
04	Bid Submission End Date	18/04/2024	05.00 PM
05	Technical Bid Opening Date	23/04/2024	03.00 PM

Registrar
M.P Bhoj Open University,
Bhopal

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INDEX and CHECKLIST

S. No.	List of Documents	Page No.
1.	Annexure 1– Details of the Bidder (Upload on eTender Portal)	
2.	Annexure 2– Financial Bid (Upload on eTender Portal)	
3.	Registration Certificate	
4.	Self-Attested Declaration Letter	
5.	Last Three Years eBooks Supply Order	
6.	Authorisation Letter – Issued by the Distributor/Publisher	
7.	GSTN Registration Certificate and the last three latest G.S.T. Receipts	
8.	Last three years' turnover statement	
9.	Last three years' Income Tax Returns <u>i.e., A.Y. 2021-22, 2022-23, 2023-24.</u>	
9.	Balance sheets of the last three years signed by the CA	
10.	Pan Registration (Scanned copy)	
11.	Self-declaration regarding providing eBooks in online mode, along with IP-based access.	
12.	Any other documents	

Note:

1. The authorised persons must sign all documents, and the firm's chartered accountant must sign financial documents.
2. Bidders are advised to submit all scanned documents in sequence and scanned documents.
3. The eligibility of the bidders will be decided initially on the technical bid (The required documents and eligibility criteria as mentioned in the tender document), and the financial bid will be open after scrutiny of the successful bidders at the first stage (Technical Bid)

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Part-I Instructions

Instructions to e-book suppliers, eligibility criteria, detailed terms and conditions, application proforma, and financial bid are as follows:		
Clause No.	Title	Description
1	Work and Total Value of the Tender.	<p>“Empanelment of E-Book Suppliers for the Distribution of E-Textbooks to Students at MP Bhoj (Open) University” on prescribed format from reputed vendors/distributors/suppliers/publishers in India.</p> <p>The total estimated value of the tender is Rs. 30,00,000/- (Approx).</p> <p>The form fee of the eTender is Rs. 5000/- Non-refundable.</p> <p>E-book suppliers are advised to check all university programs/courses on its website: https://mpbou.edu.in.</p> <p>Lists of required eBooks of the programmes and courses are available at https://mpbou.edu.in.</p> <p>Bidders are requested to use the list to quote the discount. Apart from the list of eBooks, the University has the right to choose the required books from the other suppliers/publishers who have quoted the lower rates of the eBooks of other suppliers/publishers mentioned in the financial bid.</p>
2	Reference No.	7168/Library/MPBOU/2024 dated 15/03/2024
3	Issue of the bid document	This will be issued via the eTender Portal (M.P.).
4	Last Date of submission	Quotations/bids and supporting documents, complete in all respects, should be submitted via eTender Portal by 18/04/2024 by 5.00 PM.
5	Details of bidder	Annexure-1 will be filled, duly signed, stamped, and submitted as a scanned copy with supporting documents for pre-qualification criteria via the eTender Portal.
6	Financial bid	Annexure 2 will be filled and submitted via the eTender Portal. The financial bids of only those bidders will be open who qualify pre-qualification criteria (Clause No-11).
7	Authorised signatory	The application should be signed by an authorised signatory of the vendor/firm bearing his/her full name and status, clearly indicated below the signature, along with the official seal of the firm.
8	Discipline	Strict discipline is expected to be maintained concerning application for Empanelment. No canvassing OR repeated communication should be made to the University. Failing to maintain this might lead to disqualification/blacklisting of the vendor by the University.
9	Shortlisting	Bids will be scrutinised and shortlisted for Empanelment by the University’s competent authority. The shortlisted vendors will be informed by eTender Portal only for further procedures as required.
10	Terms and conditions	The shortlisted vendor (s) /distributor (s) /supplier (s) /Publisher (s) for Empanelment are required to agree to supply as per the Institute’s “ terms & conditions for the supply of e-books ” as mentioned in Part-III .
11.	Pre-Bid Meeting	A pre-bid meeting will be held on 21/03/2024 at the University Administration Building, Kolar Road, Bhopal.

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Part-II Eligibility criteria

Eligibility criteria for potential e-book suppliers for the Empanelment		
Clause No.	Title	Description
11	Pre-Qualification Criteria (Proof/Supporting Documents (attached as Annex 1)	<p>a) The e-book supplier must be registered under the Shops and Commercial Establishment Act, and the valid registration certificate must be duly submitted. (<u>Attach Registration Certificate</u>)</p> <p>b) Self-declaration letter that your firm has not been blacklisted /de-listed by any of the Institutes, Universities, or Government organisations in India. (<u>Attach Self Declaration Letter</u>)</p> <p>c) The e-book vendor/supplier/distributor is a supplier of National-level institutes like I.I.T.s, I.I.M.s, N.I.T.s, IISERs, NISER, State Universities/Central Universities, and other government organisations. A minimum of three work orders with a value greater than or equal to Rs. 15 Lakh each year are to be submitted. (<u>Please attach the last three-year supply order, i.e., 2020-21, 2021-22, 2022-23</u>)</p> <p>d) The e-book supplier must be the distributor/dealer for the publisher concerned. The e-book supplier must submit the latest authorised letter to the respective publisher that quoted the discount rates; only then will the supplier be eligible for the purchase order. (<u>Attach Authorisation Letter</u>).</p> <p>e) GSTN. (<u>Attach GSTN Registration</u>).</p> <p>f) The eBook supplier must attach last three years Income Tax Returns <u>i.e., A.Y. 2021-22, 2022-23, 2023-24.</u></p> <p>g) The e-book supplier should have an office, which should have been established for a minimum period of five years as of 31.03.2023 and be continuously functioning. A work order for I.I.T.s, I.I.M.s, N.I.T.s, IISERs, NISER, State Universities / Central Universities and any other Government Organizations about the last three years has to be submitted as proof.</p> <p>h) The e-book supplier should have a minimum turnover of Rs. 1 crore per year or an average 3 crore turnover over the last three years. (<u>Attach the last three years' turnover statement certified by the Chartered Accountant</u>)</p>
12	Taxes and duties	The e-book supplier must have a P.A.N. (Permanent Account Number), and GSTN (Goods and Service Tax Network). (<u>Attach PAN/GSTN Registration</u>)
13.	Balance Sheet	The e-book supplier must submit the balance sheet supporting the proposal for the last three years. (<u>Attach last three years Balance Sheet certified by the Chartered Accountant</u>)
14.	E-book Accessing Policy	<p>Along with the online along with IP-based access) availability of e-books, a platform supported with a User ID and Password functionality for students and University Employees should be made available to eBook suppliers. The eBook platform should be made available for eBooks in English and Hindi.</p> <p>Multiple access is required.</p> <p>Technical issues raised regarding access of eBooks should be resolved by the bidder without failure.</p> <p><u>(Attach Self Declaration regarding providing eBooks in online mode, not I.P. Based access)</u></p>
15.	Perpetual Right	Minimum 7 Years with (multiple access) facilities/platform.

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16.	E.M.D./Performance Guarantee	<ul style="list-style-type: none">• 3% of the tender value will be deposited as E.M.D. on the eTender Portal.• Successful eBooks bidder has to deposit 3% of the tender value as a performance guarantee in the University's account at the time of agreement. In case of EMD received in the University's Bank Account, the EMD submitted by the successful bidder(s) will be treated as a performance guarantee (PG).• After successfully completing the agreement period, the University will issue an NOC to return the performance guarantee.• The MP Tenders Portal will automatically return the EMD of the unsuccessful bidder(s).
Note: eBook vendors/distributors/suppliers/publishers must attach all documents in sequence; a financial bid will only be entertained with all the abovementioned documents.		

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Part-III

Terms and Conditions

The Empanelment will be governed by the following 'Terms and Conditions' and purchase procedure.		
Clause No.	Title	Description
16	The bid documents will be rejected without any further notice to the e-book supplier if	a) The bid form is Incomplete. b) Incorrectly filled or providing inaccurate information (if found later, the contract will be cancelled without notice). c) MP Bhoj (Open) University, Bhopal, reserves the right to approve or reject any or all vendors. The decision in this regard will be final regarding acceptance/rejection /arbitration in all cases.
17	Contract Agreement	This Empanelment will be valid for one year from the contract date with the empaneled e-book suppliers. It may be extended for another year based on their performance and at the University's sole discretion.
18	Right to place an order.	MP Bhoj (Open) University, Bhopal, reserves the right to place an order to any of the suppliers from the approved list.
19	Enquiry on the availability of e-books	In the first instance, the e-book supplier (s) will be sent an email enquiry with the list of books. Upon receipt of the email, the e-book supplier should respond within seven days, quoting the title's availability with the e-books and unit price. The only mode of communication will be email.
20	Purchase orders	a) In reply to the e-book supplier(s) response to the email query, the purchase order will be released to the vendor concerned with the request to supply e-books. The e-book supplier, upon receipt of the purchase order (P.O.), is required to acknowledge the receipt of the order by email as a token of their confirmation concerning acceptance of the purchase order. b) Any clarifications/queries regarding the purchase order should be sought from the Library within 2 days of receipt.
21	The time frame for supply	E-book access should be activated within 7 days from the Date of issue of the purchase order.
22	Edition & Access Mode specifications (By default)	a) Low-cost Indian Ed. & Latest Ed., of e-books must be supplied unless mentioned otherwise. b) In case of unavailability of Indian Ed. & latest ed., clarification/permission should be sought preferably by email from the Library regarding the supply of the available editions instead of any default. c) The publisher's original e-book format will be acceptable only.

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23	Discount	<p>a) The e-book supplier (s) who will quote the highest discount for the category-wise e-books may get orders for the contract period. The E-Book Supplier (Aggregator) will be decided on the average discount offered on e-books of all publishers/or a maximum number of publishers.</p> <p>b) The discount percentage shall remain constant during the entire period of the contract.</p> <p>c) E-book suppliers must submit the latest authorised letter and a copy of the invoice of the respective publisher.</p>
24	Invoicing procedure	<p>a) Three copies of invoices/bills are to be submitted.</p> <p>b) Invoice/Bill should be made in favour of Registrar, MP Bhoj Open University, Bhopal (M.P.).</p> <p>c) Only one invoice should be raised against the purchase order (P.O.). Titles from different P.O.s should not be combined and supplied under one invoice.</p> <p>d) The price in the invoice should be indicated in original currencies.</p> <p>e) All invoices should be raised as per prevailing G.O.C. (Good Offices Committee) currency conversion rates at the time of purchase order.</p>
25	Mandatory enclosures with the invoice	<p>a) Price Proofs: Publisher catalogue/publisher-certified letter will be accepted.</p> <p>b) The currency conversion rate certificate should contain the seal and authorised signature of the e-book supplier.</p> <p>d) Bank A/C Details: The supplier must provide the bank details and the MANDATE FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER.</p>
26	Cancellation of an order	<p>a) The order is liable to be cancelled if the access is not enabled within the stipulated time unless a due written extension has been allowed.</p> <p>b) If the eBook is incompatible with a P.C., Mobile device, or tablet, then the order will be cancelled, and payment will not be made.</p> <p>c) If the supplied e-book (s) do not match with the purchase order specifications.</p>
27	Legal dispute settlement	<p>While the purchaser and the e-book supplier shall make every effort to resolve amicably by direct informal negotiation, even then, any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its Jurisdiction at Bhopal, Madhya Pradesh. The resultant contract will be interpreted under Indian Laws.</p>
28	Payment Condition	<p>Payment for the eBooks will only be made based on their accessibility, without any interruption, 24/7.</p> <p>A quarterly user report is to be provided by the bidder to monitor the eBooks' usage and ensure their accessibility and usage of eBooks.</p>

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ANNEXURE – 1

PARTICULARS OF E-BOOK SUPPLIER

Empanelment of E-Book Suppliers for the Distribution of E-Textbooks

MP Bhoj Open University, Bhopal

Letter No.Dated

1. Name of the Firm

(a) Trade Name (in Block letters) _____

(b) Status of the bidder _____

(Proprietorship/Partnership/L.L.P./Limited Co.) (in Block letters)

(c) Name of Proprietor/Partners/C.E.O./Directors _____
(in Block letters)

2. Postal Address _____

3. Mobile No. _____

4. Email / Website address (if available) _____

5. MSME or NSIC Reg. No. (Any State) _____

6. Are you a member of the Federation of Publishers and Booksellers Association of India (FPBAI)? If so, attach a copy of the membership.

7. Are you a member of any other state / national association of book suppliers? If so, attach a copy of the membership.

8. 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/ Dealer/stockiest/exclusive/ preferred agents.

9. Minimum 3 references of the libraries of reputed Govt. Organisations with whom you are an already regular supplier.

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10. P.A.N. (Enclose self-attested photocopy) _____

11. Trade License/Business License/C.I.N. (if applicable)
_____ (Enclose self-attested photocopy)

12. GSTN (Goods and Service Tax Network) (Enclose self-attested photocopy)

13. Bank Account details
Bank Name _____
Bank Account Number _____
IFSC Code _____
Branch Name, Address _____

14. Any other Relevant Information _____

(e.g. Number of Years of Experience in a similar line of business / Turnover for the last financial year and supporting documents)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this Empanelment invitation as stipulated in Ref. notice No. dated..... Accordingly, I/ we accept the terms and conditions and hereby offer the discount rates for “**Empanelment of E-Book Suppliers (aggregator) for the Distribution of E-Textbooks to Students at MP Bhoj Open University, Bhopal**” as per financial bid (Annexure -2).

Signature _____

Name of the E-BOOK SUPPLIER _____

Date _____

Official seal of E-BOOK SUPPLIER

Note :

1. Quotations/bids and supporting documents that are complete in all respects should be submitted through the M.P. tender Portal by 00/00/202 by 5.00 PM.
2. No document will be entertained in physical form unless required by the University.

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Annexure-2

Financial Bid for E-Book Supply

S. No.	Publisher Note: Preferences would be given to Low-Cost Indian Ed. and Latest Ed.)	Percentage (%) of Discount Category -I (Only E-Book in the Hindi)	Percentage (%) of Discount Category -II (Only E-Book-Textbook in English e)
1	ADR PUB		
2	ALLIED PUB.		
3	APEX PUB		
4	ARVIND PRAKASHAN		
5	ASCE		
6	ASIAN PUB.		
7	ASME		
8	BANTHAM PUB		
9	BSP PUBLICATIONS		
10	CAMBRIDGE UNIVERSITY PRESS		
11	CBS PUBLISHERS & DISTRIBUTORS PVT. L.T.D.		
12	Cengage Learning		
14	CHAROTAR PUBLISHING		
15	C.P.S.		
16	CRC PRESS (T&F GROUP)		
17	DEEPAK PRAKASHAN		
18	DHANPAT RAI ALL BRANCHES		
20	Elsevier Group		
21	EMERALD		
22	EUREKA PUB		
23	G. K. PUBLICATION		
24	GALGOTIA PUBLICATIONS		
25	GLOBE PUB		
26	GOVERNMENT AND OTHER NATIONAL/ INTERNATIONAL INTERGOVERNMENTAL PUBLICATIONS LIKE W.H.O.		
27	HBRP		
28	Himalaya Publishing House		
29	IEEE		
30	IK INTERNATIONAL		
31	INDIRA PUB		

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32	JAICO PUB.		
33	JGATE		
34	JOHN WILEY		
35	KHANNA PUBLISHERS		
36	KHETRAPAL		
37	LAXMI PUBLICATIONS		
38	LOWCTOPUS		
39	MACMILLAN		
40	M.A.T.		
41	McGraw Hill Education		
43	MEDKNOW		
44	NAROSA		
46	NEW AGE INTERNATIONAL		
47	NEW CENTRAL BOOK AGENCY PVT. L.T.D.		
48	Orient Blackswan		
49	ORIENT BLACKSWAN		
50	OTHER FOREIGN PUBLISHERS NOT LISTED		
51	OTHER INDIAN PUBLISHERS NOT LISTED		
52	OXFORD UNIVERSITY PRESS		
54	PEARSON EDUCATION GROUP		
55	PENGUIN		
56	PHI Learning Pvt. Ltd.		
57	PRENTICE HALL OF INDIA		
58	PRISM PUB.		
60	S. Chand Publishers		
61	S. K. KATRARIA		
62	SAGE Publications		
63	SAGE PUBLICATIONS INDIA PVT. L.T.D.		
64	SATYA PRAKASHAN		
65	SCITECH		
66	SPRINGER		
67	Springer & Nature Group		
68	STANDARD PUBLISHERS		
69	STM PUB		
70	Talyor & Francis, and Routledge Group		
71	Taxman Publications Pvt. Ltd		
73	TECHNICAL PUB.		

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75	TERI PUB		
76	UNIVERSITY BOOK		
77	UNIVERSITY PRESS		
78	VIKAS PUB.		
79	WALTERS KLUWER		
80	Wiley Group		
81	WILEY INDIA PVT. L.T.D.		
82	WORLD SCIENTIFIC		
83	Kailash pUstak Sadan, Bhopal		
84	Kopy Kitab, Bhopal		
85	Hindi eBooks Publishers (Any)		
86	Other publishers are not on this list.		

Percentage (%) of Discount Offered to be Mentioned in Figures Only

Note:

- **The E-Book Supplier (Aggregator) will be decided on the average discount offered on e-books of all publishers/or the maximum number of publishers.**
- **Annexure-2 is to be filled out and submitted via the eTender Portal.**

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