



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
AND MANAGEMENT – KERALA**
(An Autonomous Institute Established by the Govt. of Kerala)
IIITM-K Building, Technopark Campus
Kariyavattom P.O. Thiruvananthapuram – 695 581, Kerala
Tel: 91-471 - 2527567, 2700777: Fax: 2527568

Home: www.iiitmk.ac.in

No. IIITMK/LIB/B/SUPPLIERS
Dated : 30th October 2018

**Sub : EMPANELMENT AS APPROVED VENDORS FOR SUPPLY OF BOOKS AND
OTHER PUBLICATIONS FOR THE TECHNICAL LIBRARY OF IIITM-K,
TRIVANDRUM**

Dear Sirs,

1. IIITM-K is a premier institution of excellence in Science, Technology and Management, related to Computer Science and Applied Informatics. The institute actively promotes higher education through its IT- facilitated education programs, research and services in the domain.
2. Our institutional Library caters to the information needs of the faculty and students engaged in their academic and research programmes. Our regular purchase of books and other publications, including non-book materials and their access facilities are primarily through Approved Vendors who are appointed based on Competitive Quotations and subsequently formulated mutually agreed Terms & Conditions of purchase. In order to revise the list of Approved Vendors for the period 2018-19 & 2019-20, we are inviting fresh quotations vide this letter and its enclosures.
3. If you are interested to be considered for the **Empanelment as an Approved Vendor** of our institution, kindly fill up the Pro Forma enclosed, and forward the same for consideration.
4. Your quotation shall be :
 - (a) *sent in* : Sealed Cover, Super-scribed on the front leftside top of the envelope as “Quotation for Empanelment of Approved Vendors for Supply of Library Books vide letter No. IIITMK/LIB/B/SUPPLIERS Dated 30/10/2018” &
 - (b) *addressed to* : “ The Director, Indian Institute of Information Technology & Management-Kerala (IIITM-K), IIITM-K Building, Technopark Campus, Trivandrum – 695581, Kerala State (Attention: Librarian)”

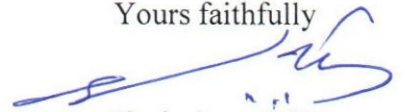
(PTO)

5. GENERAL TERMS & CONDITIONS

- a) The Director, IITMK reserves the right to approve or reject the offer of any or all the vendors and his decision in the matter will be final in all respects.
 - b) All disputes are to be settled within Thiruvananthapuram Jurisdiction.
 - c) Any fraudulent practices including concealing of facts at the time of submission of bid and/or thereafter shall lead to disqualification.
 - d) The finally concluded Contract can be terminated at any time, in case the services are found unsatisfactory.
 - e) In order to enhance the speed and efficiency of supply, Library may send email enquiries prior to placing a confirmatory order with the firm(s) concerned.
 - f) Books ordered shall be supplied strictly in accordance with the specifications and Terms & Conditions furnished in each Purchase Order.
 - g) If the Book(s) ordered is/are Out of Print (OFP) or Print on Demand (POD), sufficient documentary evidence shall be furnished along with the communication seeking any extra time for supply. The same shall be communicated at the time of our initial enquiry itself.
 - h) Performance efficiency of the suppliers will be regularly monitored and the quantum of ordering including null-ordering will be dependent on the periodical rating.
6. Last date for receipt of your quotation at our office is **30th November 2018 at 4.00 pm.**

Thanking you,

Yours faithfully



(Sadasivan KP)

Consultant (Library)

for Director

Tel. (+91 471) 2527567 , 2700777, 2784103

Fax : (+91 471) 2527568

Encl.: Pro forma for Registration