



National Institute of Technology, Tiruchirappalli  
Central Library

**Sub: Empanelment of Vendors for Supply of Books (Print) and other documents to NIT, Tiruchirappalli, Central Library.**

National Institute of Technology, Tiruchirappalli invites an open offer of interest for "Empanelment of Vendors for the Supply of Books (Print) and other documents such as CDs/DVDs/Audio-Visual Materials" in the prescribed format from reputed vendors/distributors/library suppliers in India, to NITT, Tiruchirappalli. This Vendorship will be valid for three years from the date of final approval of empaneled suppliers list. Interested vendors/distributors/library suppliers may submit the applications along with one copy of each of the requisite documents to **"The Director, Attn: The Librarian, National Institute of Technology, Thuvakudi, Tiruchirappalli-620015, Tamilnadu, India"**. Last date for Submission of Applications: **5.00 pm on 25.04.2021**. Instructions for applicants, detailed terms and conditions, application proforma are as follows:

**Instructions for applicants:**

- a) Interested vendors/distributors/library suppliers should submit the **application form in sealed envelopes super scribing – Application for Empanelment for Books' supply.**
- b) The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- c) Incomplete and conditional applications will not be considered.
- d) At any given point of time, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a breach of terms of the contract, making the firm concerned liable for legal action besides termination of empanelment.
- e) Strict discipline is expected to be maintained with respect to the application for empanelment. No canvassing or repeated communication should be made with the library. In case failing to maintain this discipline, the applicants are liable to be black-listed by the institute.
- f) The received application(s) after the due date and time will not be considered.
- g) The applications will be scrutinized and shortlisted for empanelment by the Library committee. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.
- h) The short-listed vendor(s)/distributors(s)/library supplier(s) for empanelment are required to agree to supply as per the Institute's "Terms & Conditions for Supply of Books (Print) "as stipulated hereunder.

**The empanelment for supply of books (print) and other documents will be governed by the following “Terms and Conditions”.**

### **1.Eligibility**

Quotation from Authorized Indian Publishers/Suppliers/Distributors/Vendors for the supply of Books and other printed documents to the Central Library of NITT alone will be considered. Incomplete and late Quotations are liable to be rejected summarily.

### **2.General:**

The Authority of NIT Tiruchirappalli reserves the right to approve or reject any or all the vendors whose decision will be final in all cases in respect of acceptance/rejection. NIT Tiruchirappalli is not bind to place the purchase order to the approved vendor.

### **3.EMD:**

Qualified vendors shall submit a EMD amount of **Rs.15,000/-** (Rs. Fifteen thousand only) vide **Demand Draft, in favor of the Director, National Institute of Technology, Tiruchirappalli**, within TEN (10) days of confirming vendor empanelment.

The above security deposit will be refunded to the vendors only on successful completion of the duration of empanelment, i.e., three years from the date of commencement of empanelment.

### **4. Edition Specifications:**

- a) Only paperback, Latest and low-cost Editions of the Book/document are to be supplied wherever available.
- b) Orders placed by the Central Library will be usually valid for only 2 months from the date of dispatch.
- c) Defective titles should be replacing at the supplier’s cost.
- d) If two supply orders are not honored within the stipulated time, the approval for the supply will be cancelled automatically and the firm will not be addressed any further.
- e) Any Manufacturer/Supplier/Dealer/Contractor who has been declared ineligible by World Bank/Government of India/ Government of Tamil Nadu shall not be eligible to participate in this bid
- f) Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification.

### **5. Purchase Orders**

- a) The library will place purchase orders with the empaneled vendor(s) who offers the best and prompt services and will try to distribute purchase orders equally among vendors.
- b) Supply of books has to be made strictly against the purchase orders only.
- c) Sending an acknowledgment of the purchase order's receipt, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- d) Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.

- e) The library may place an order/re-order the unsupplied book to those vendors who respond promptly on willingness to supply and took minimum time to deliver the books and other documents.

## **6. Time-frame for supply**

- a) 30 days (maximum) - for Indian/Foreign titles (if available in India).
- b) 45 days (maximum) - for foreign titles (if not available in India).
- c) The Books should be consigned to **The Librarian, Central Library, NIT Tiruchirappalli-620015, Tamilnadu.**
- d) If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- e) In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- f) In case there is a delay that is foreseen in supply, the concerned empaneled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.
- g) Suppose the provided reason for the delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest. In that case, the librarian/In-Charge may consider extending the supply time as may deem fit. However, this should not exceed five (05) weeks from the original supply due date.
- h) The supply should be free of freight charges.
- i) If the supply is made by post, the books should be sent per registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. & Train will not be accepted.
- j) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity, and price.

## **7. Conditions for Cancellations of the released purchase orders**

- a) Suppose the empaneled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s). Thereafter, the Institute reserves the right to cancel the order and place the empaneled vendor(s) on its blacklist after providing them an opportunity to represent their side.
- b) The decision of accepting supply of canceled titles is at the sole discretion of the Institute, and the decision of the competent authority of the Institute shall be final in this regard.

## **8. Invoicing procedure and Conversion Rates**

- a) The Invoice should bear the firm's IT PAN and account detail for the online transfer of payments.
- b) Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- c) A revenue stamp should be affixed on the original bill and should be signed by an authorized signatory.
- d) The invoice should be addressed to **The Director (Attn. The Librarian), National Institute of Technology, Tiruchirappalli - 620015, Tamilnadu.**
- e) One invoice should be raised against one purchase order [P.O.] only. Titles from different P.O.s should not be combined and supplied under one invoice.
- f) The prices in the invoice should be indicated in original currencies.
- g) Reserve Bank of India (RBI) currency conversion rates as applicable on the date of Purchase Order OR (conversion rate or next day if rate not available on the date of PO like Saturday) should be followed and should also be clearly indicated on the invoice.
- h) Library/Institute may take approx. 90 days from the date of the ordered Book (s) received for final payment to the vendors/suppliers.

## **9. Discount:**

Based on practical and realistic percentage of discount quoted by the bidders; evaluated and finalized by the institute's competent authorities shall remain in force during the currency of empanelment.

It may be specifically noted that no changes in the accepted rates shall be allowed during the currency of empanelment.

## **10. Mandatory enclosures with invoice:**

- a) For price, verification bookseller shall generally produce the publisher's invoice under which he purchased the book. A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted but library may ask to provide publisher invoice only.
- b) A currency conversion proof with date.
- c) Every price proof and currency conversion proof should contain the seal and authorized signature of the vendor.

## **11. Termination of Empanelment**

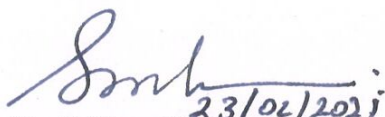
A vendor's empanelment may be terminated/dropped/black-listed from the panel of suppliers at the occurrence of any of the following event:


- a) In case of breach or any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.
- b) If at any time, found that the empaneled vendor's information in any form about publications, services, and related matters are incorrect and result in losses in any form to the Institute.

## **12. Other Terms and Conditions:**

- a) NIT Tiruchirappalli reserves the right to modify the terms and conditions of the contract at any time during the contract at its sole discretion and without assigning any reason

- b) NIT Tiruchirappalli reserves the right to cancel the contract at any time without assigning any reason and shall not be responsible for any loss or damage incurred by the supplier due to such cancellation. However, all pending bills will be settled as early as possible.
- c) NIT Tiruchirappalli reserves the right to cancel the call for a quotation or extend the last date without assigning any reason or with or without notice and shall not be responsible for any loss or damage caused for any party.
- d) Contract can be terminated at any time in case in the services are not found satisfactory.
- e) The publications, which cannot be supplied at our approved rates and terms, should be referred to us for our approval for the higher rates otherwise, the books will be accepted at our approved rates.
- f) In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the library, regarding the supply of the available editions.
- g) **100% payment after the supply and satisfactory working/date of service completion if the documents are in order.**
- h) The library may invite empaneled vendors for small book exhibitions at regular interval of time. Main book fair will be open for all vendors/publishers/suppliers with separate terms and conditions.
- i) Number of vendors/suppliers/publishers etc. for empanelment will be fixed by NIT Tiruchirappalli.
- j) All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, NIT Tiruchirappalli or his/her nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of NIT Tiruchirappalli.
- k) All legal disputes shall be subject to the jurisdiction of the Courts of Law Tiruchirappalli/ Madurai Bench, Tamilnadu Jurisdiction only.
- l) For further details, kindly contact: The Librarian, NIT, Trichy – 15. (0431-2503761)
- m) (NB: Any change in the date, time and venue of the opening will be informed to the parties quoted through telephone. So please mention your mobile number on the cover).

  
23/02/2021  
**Dr.S.Siva Chidambaram**  
**(Librarian)**

  
23/2/21  
**Prof. S.Sudha**  
**(Chairperson)**



**National Institute of Technology, Tiruchirappalli**  
**Central Library**

**DECLARATION FORM**

1. I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I / We also hereby declare that all matters related to National Institute of Technology Tiruchirappalli shall be treated as confidential and no information shall be passed on to any unauthorized *person* without written permission of the Competent Authority.
3. Mr./Ms. .... whose signatures are appearing below, is / are the authorized representative(s) of the Firm.
4. I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I / We assure that if empaneled, the Firm will serve the Institute for a minimum period of one year.
6. I / We have read and understood all the “**Terms and Conditions**” of NIT Tiruchirappalli as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors: .....

Place: .....

Signature of Authorized representative of the firm:

Date (with Firm’s Seal): .....

**Authorized Signature of Vendor/Supplier with Date and Stamp**



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**Quotations should be submitted in the format given below:**

Description of Vendor/Supplier/Publisher NAME, Address & e-mail ID / Contact Phone, Mobile details		Description of Document Type	% Of Discount offered	
			Foreign publications	Indian publications
<b>Name of the Vendor/Supplier /Publisher</b>		Textbooks		
<b>Address</b>		Reference/Research publications		
<b>E-mail ID</b>		Encyclopedias, Handbooks, Manuals, Dictionaries, Directories, Standards and Patent etc.		
<b>Phone / Mobile Nos.</b>		Government/Acade mic/Institutions/Soc iety Publications		
<b>PAN NO.</b>		Swami's Publications		
<b>Any other Information:</b>		General Publications [meant for Competitive Exam Guides, Objective type Q&A, GK, etc.		
		Hindi Publications		
		CD/DVDs		

## APPROVED VENDORSHIP REGISTRATION

### PROFILE / APPLICATION FORM

1. Name of the Firm:

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2. Address of Head Office & Branches with

Telephone No.

Fax No.

E-mail.

Web site, if any

3. Kind of Proprietorship:

Name and address of Directors / Managing Directors / Proprietor [YES/NO]

If partnership, name and address of partners [YES/NO]

4. Are you a member of Good Offices Committee (GOC)? If so, attach a copy of the membership. [YES/NO]

5. Are you a member of any State / National Association of Books suppliers? If so, attach a copy of the membership. [YES/NO]

6. 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 Distribution/  
Dealership/stockiest/exclusive/preferred agents (YES/NO)

7. Minimum 5 references of the Libraries of National reputed organizations with whom you are already registered. (e.g. IITs, IISc., NITs, IIMs, CSIR Labs, ICMR etc. ).

8. The annual turnover of the firm for the last three consecutive years with documentary evidence.

9. Affidavit raised on a non-judicial stamp paper of Rs.50.00, by vendors for not having black-listed for minimum 3 years by any Government organizations.

**Signature with Office Seal**