

भारतीय सांख्यिकी संस्थान
INDIAN STATISTICAL INSTITUTE
दिल्ली केंद्र / Delhi Centre

NIT No.: D/LIB/BA/2023/01

Dated: 10/03/2023

**Notice for Empanelment of Book Vendors/Distributors/Suppliers/ Publishers
for Supply of Books to the Library, ISI Delhi Centre**

Indian Statistical Institute Delhi Centre invites applications for "Empanelment of Vendors for the Supply of Books" on prescribed format (**Annexure I**) from reputed vendors/distributors/suppliers/publishers of India as an authorized vendor for supply of books to ISI Delhi Centre Library. The empanelment will be valid initially for 3 years (FY 2023-24, 2024-25 & 2025-26) and may be extendable up to two more years, at the sole discretion of the Institute.

General Information about the Notice:

- a. Date & Time of Publishing the notice: **March 15, 2023**
- b. Last date of submission of application: **April 3, 2023 up to 3.00 P.M.**
- c. Date of opening of application: **April 3, 2023 or thereafter**

For any clarification please contact local coordinator tel. 91-11-41493975

General Terms & Conditions

1.1 Instructions for Applicants:

- a. Interested vendors/distributors/suppliers/publishers should submit application form (Annexure I) in sealed envelopes superscribing "**Application for Empanelment for the supply of Books**" to **Library In-charge, Indian Statistical Institute, Delhi Centre, 7 S.J.S. Sansanwal Marg, Katwarai Sarai Bus Stop, New Delhi - 110016.**
- b. The Application should be signed by authorized signatory of the vendor bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- c. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made to the client. Failing to maintain this might lead to disqualification/ black listing of the vendor by the client.
- d. Late, incomplete, unsigned applications will not be considered.
- e. The shortlisted vendors/distributors/suppliers/publishers for empanelment are required to agree to supply as per the Client's "Terms & Conditions for Supply of Books" as per mentioned underneath.

1.2 Eligibility for Empanelment for Applicants

- a. The vendors/distributors/suppliers/publishers should be a member of Good Offices Committee/Federation of Publishers' and Booksellers' Association in India/ Delhi State Booksellers' and Publishers' Association (DSBPA) /Association of Indian Publishers and Booksellers.
- b. They must have minimum three years of experience in supply of Books with major organization. Minimum 3 references of libraries of organizations with whom you are already registered and limited to: (e.g., IITs, NITs, IIMs, IISc, IISERs, Central/State Universities). Attach relevant documents, i.e Registration letter from the head of the institute/library
- c. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.

- d. They must have PAN and GSTN (if applicable) issued by the Income Tax Department.
- e. Vendor should submit an Affidavit regarding Non-Blacklisting declaration in educational institutes.

Terms & Conditions for Supply of Books

1. Enquiry on Availability of Books:

- a. At the first instance Library will send an e-mail with the list of books and number of copies required for Library. Vendor should respond within 5 working days by e-mail with the following details
 - i. Unit Price (both original as well as Indian currency)
 - ii. Number of copies available
 - iii. **Rate of Discount**
(Not less than **20%** for Indian Title/Indian imprint of foreign title and **22%** Foreign Title)

*(For Govt./Society publications/short discount/no discount publications)
Publisher's price – (discount earned) + 5% handling Charges on net amount as per GOC norms (vendor should submit open publisher's invoice along with a certificate in this regards)
 - iv. Shipping time etc.

2. Purchase Orders:

- a. The Library will place order with the empaneled vendor offering lowest price. Prompt service of the vendor also be taken into account.
- b. Supply of books has to be made strictly against the order only.
- c. The vendor should acknowledge the receipt of the order immediately by e-mail.

3. Time Period for Supply

- a. Indian! Foreign Titles (if available in India): 15-30 days from the date of placing of the order.
- b. Foreign Publications (if not available in India): 30-45 days from the date of placing of the order.

4. Delivery of Books:

- a. The supply should be free of freight charges.
- b. The mode of delivery may be hand delivery, registered parcel, and courier service. If any loss, damage in transit will be the sole responsibility of the supplier.
- c. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.

5. Edition Specification:

- a. Latest editions of books must be supplied.
- b. By default paperback and Indian editions of books should be supplied.
- c. In case of unavailability of paperback and Indian editions, permission/clarification should be sought by email from the Library.

6. Invoice Procedure and mandatory enclosure:

- a. Invoices/bills are to be submitted in triplicate.
- b. One invoice should be raised against one order. Titles from different order should not be combined and supplied under one invoice.
- c. The price in the invoice should be indicated in original currencies.
- d. A copy of publishers/distributors invoices copy of printed catalogue of the order period, as price proof.
- e. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
- f. ISI follows RBI rate of exchange only. Billing to be done as per Bank Conversion Rates prevalent on the day of billing.

7. 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 violation of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
- b. If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form.

8. Reserve the Right:

- a. Cancel an order at any time without assigning any reason thereof.
- b. Change or modify or amend or substitute any clause in the terms and conditions listed above.
- c. Procure the books(s) from any other source if available, skipping the empanelled vendors, when all the empanelled vendors fail to supply the said books.

Sd/-
Local Coordinator
ISI Delhi Centre

Annexure I

APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS TO LIBRARY, INDIAN STATISTICAL INSTITUTE, DELHI CENTRE

1. Name of the Organization :
- a. Name of the Proprietor :
2. Postal Address :
3. Telephone No. :
4. E-mail :
5. Trade license Valid up to :
6. PAN No. :
7. GST No.(if any) :
8. Contact person :
Mobile no. :
9. BANK DETAILS :

I hereby declare that I have read and understood the terms and conditions of this empanelment invitation as specified in the NIT No.: D/LIB/BA/2023/01 dated 10/03/2023 accordingly, I accept the term and conditions.

Date:

(Signature of the Vendor)
(Seal of the firm)

Attach Relevant Document-

1. Active registration letter FPBAI/DSBPA/AIBP
2. Minimum 3 references of libraries of organizations with whom you are already registered and limited to: (e.g., IITs, NITs, IIMs, IISc, IISERs, Central/State Universities).
3. PAN card of the owner/ GST Certificate of the Owner
4. Active trade license
5. Declaration (Non-blacklisting affidavit)
6. List of publishers represented by the Vendor. Documentary proof in dealing with reputed foreign publishers for importing books directly from them. Copy of import license
7. Savings Account in a Nationalized Bank