



**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI**  
**TAMIL NADU - 620 015**  
**CENTRAL LIBRARY**

Ref.No.NITT/CL/ACQ/VR 2025

Date: 01-07-2025

**Sub: Empanelment of Vendors for Supply of Print Books**

National Institute of Technology, Tiruchirappalli, invites an open offer of interest for "Empanelment of Vendors for the Supply of Print Books" in sealed cover (two-bid system) in the prescribed format from reputed vendors/distributors/library suppliers in India to NIT Tiruchirappalli. This empanelment will be valid up to 02 (Two) years from the date of final approval of the empaneled suppliers list, and it may be further extendable with a written request from the vendors/suppliers at the sole discretion of the institute. 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 - 620 015, Tamil Nadu"**.

*Last date for Submission of Applications: 5.00 pm on 25.07.2025.*

**Instructions for applicants, detailed terms and conditions, and application proforma are as follows:**

- a) Interested vendors/distributors/library suppliers should submit the application form in sealed envelopes, super-scribing - Application for Empanelment for the supply of Books.
- b) The application should be signed by an authorized signatory of the vendor(s) bearing their 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 in 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 the 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. Failing to maintain this discipline, the applicants are liable to be black-listed by the institute.
- f) The received application(s) will not be considered after the due date and time.
- g) The applications will be scrutinized and shortlisted for empanelment by the competent authorized Library committee. The shortlisted vendors will be informed by email or regular post for further procedures.
- 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.

## **Eligibility criteria for empanelment for supply of books to the Central Library, NIT Tiruchirappalli:**

- a) The vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI) or any other recognized State/National association of book suppliers.
- b) Two satisfactory supply certificates should be submitted from the libraries of IITs/NITs/IISC/IISERs/IIMs/CFTIs or other research labs like DRDO/CSIR/CDAC/CDOT/PRL, where the vendor is currently empaneled for the supply of the books.
- c) The vendor should have a minimum average turnover of Rs. 25 lakhs in FY 2021-22, 2022-23, and 2023-24. Audited annual statements/balance sheets and ITRs as proof of minimum turnover in FY 2021-22, 2022-23 and 2023-24.
- d) The vendor should have a Permanent Account Number (PAN) and GST Number.
- e) The vendor should be a distributor/dealer/stockist/exclusive/preferred Agent.
- f) The vendor should be a distributor/dealer/stockist/exclusive preferred agent of the publishers in Science and Technology.
- g) The vendor should have a direct import license (IEC).
- h) The vendor should have an account with the reputed foreign publishers for importing books directly through them.

The empanelment for the supply of print books will be governed by the following "Terms and Conditions":

### **1. General**

- a) 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/arbitration.
- b) NIT Tiruchirappalli is not bound to place the purchase order with the approved vendor

### **2. Purchase Orders**

- a) The library will place purchase orders with the empaneled vendor(s) who offer 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) To avoid short supply/part payment, the empaneled vendors shall check the availability of books before placing the order.
- d) If any recommended book is unavailable with the empaneled vendor, the order may be placed only after the book is available from the vendor.
- e) Sending an acknowledgement of the receipt of the purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

- f) Any clarification/query regarding the purchase order should be sought from the Library within seven (07) days of receipt of the order.
- g) The library may place an order / re-order the unsupplied book to those vendors who respond promptly and are willing to supply and take a minimum time to deliver the books.
- h) The Central Library reserves the right to issue the purchase order to different empaneled vendors based on suitability.
- i) If a particular book is available with multiple empaneled vendors, preference will be given to a vendor offering higher discounts on a first-come / first-served basis.

### **3. Time frame for supply**

- a) 30 days (maximum) - for Indian/Foreign titles (if available in India).
- b) 45 days (maximum) - for foreign titles (if unavailable in India).
- c) The Books should be consigned to The Librarian, Central Library, National Institute of Technology Tiruchirappalli - 620 015, Tamil Nadu.
- d) If the requested title(s) are OOP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication to seek any extra time for supply.
- e) In the case of not supplying titles, 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) If a delay is foreseen in supply, the concerned empaneled vendor should communicate 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) If the provided reason for the delay is justified with adequate proof, e.g., communication from the publisher/publisher's distributor or stockiest, the librarian/In-Charge may consider extending the supply time as they 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 via 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, as well as their quantity and price.

### **4. Conditions for cancellations of the released purchase orders**

- a) If 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), then the empaneled vendor(s) will be charged with liquidated damages at the rate of 0.5% of the value of the order not fulfilled, per week, up to 5%.
- b) 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.

c) The decision to accept the supply of cancelled 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.

### **5. Edition specifications**

- a) Latest editions of books must be supplied. (Only the latest editions are required if they are not specified. The book supply should be made within one month of the order date. If not confirmed, the order will be treated as cancelled.)
- b) By default, paperback editions of books must be supplied.
- c) By default, Indian editions of books must be supplied.
- d) If paperback and Indian editions are unavailable, the supply of the available editions in lieu of the default is accepted.

### **6. Discount**

- a) Standard discount rate is a minimum of 25% on the SBI forex card rate on all types of books irrespective of the no. of copies, except 0% discounted books/ publications (such as government/ NGO/ Institutions, etc.)
- b) Vendors are encouraged to quote above 25% discount rate; the valid & qualified vendors will be again asked for their willingness to supply at the maximum quoted discount rate.

### **7. Award of Contract**

The bidder quoting the highest discount rate shall be selected for empanelment. The same highest discount rate shall be fixed as the standard rate for empanelment, and all other qualified bidders shall be invited to match this rate to be considered for empanelment.

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

- a) The Invoice should bear the firm's IT PAN and account details 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 to the original bill and signed by the authorized signatory.
- d) Invoice should be raised in favour of **The Director (Attn. The Librarian), National Institute of Technology, Tiruchirappalli - 620015, Tamil Nadu.**
- e) One invoice should only be raised against one purchase order. Titles from different purchase orders should not be combined and supplied under one invoice.
- f) The prices in the invoice should be indicated in the original currency.
- g) State Bank of India (SBI) forex card rates as applicable on the date of Purchase Order (conversion rate of the 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) The Library/Institute may take approximately. 90 days from the date of the ordered Book (s) received for final payment to the vendors/suppliers.

### **9. Mandatory enclosures with the Invoice**

- a) For price verification, the bookseller shall generally produce the publisher's invoice under which he purchased the book. A copy of the publisher's/distributor's

invoice/copy of the printed catalogue of the order period may also be accepted, but the library may ask to provide the publisher's invoice only.

b) A currency conversion proof with a date.

c) Every price proof and currency conversion proof should contain the seal and authorized signature of the vendor.

#### **10. 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 events:

a) In case of breach of any terms of the agreement, or unsatisfactory/inefficient working on the part of the vendor.

b) If at any time, it is found that the empaneled vendor's information in any form about publications, services, and related matters is incorrect and results in losses in any form to the Institute.

#### **11. Other Terms and Conditions**

a) The Institute reserves the right to change, modify, amend, or substitute any clause(s) in the "Terms and Conditions", if required, at any time.

b) Wrongly supplied books must be collected within 45 days of the supply. Otherwise, the library will have the full right to enter the book in the library record, preferably under GRATIS.

c) Supplied wrong, misprinted, etc., books must be replaced at any time, even after putting a library stamp on them.

d) No vendor shall have the sole right to supply books/publications, notwithstanding the discount rates so decided. NIT Tiruchirappalli shall have the right to procure books/publications at higher discount rates from the empanelled vendors.

e) The library may invite empaneled vendors for small book exhibitions at regular intervals. The main book fair will be open to all vendors/publishers/suppliers with separate terms and conditions.

f) The number of vendors/suppliers/publishers, etc., for empanelment will be fixed by NIT Tiruchirappalli.

g) All disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of the Director, NIT Tiruchirappalli or his nominee. The decision of the arbitration shall be final & binding on both parties. The empanelment will be interpreted under Indian laws, and disputes will be adjudicated within the jurisdiction of the court of law of NIT Tiruchirappalli.

h) All legal disputes shall be subject to the jurisdiction of the Courts of Law, Tiruchirappalli, Tamil Nadu, Jurisdiction only.

i) In case of vagueness and any discrepancy in the author's name and title, please get clarification from the undersigned before supplying.

j) In the case of short discount publications, books may be accepted at a discount offered by the publisher, and 5% handling charges may be given.

k) In the case of multi-volume publications, only complete sets are to be supplied unless otherwise indicated.

l) The books supplied must be in physically sound condition. Otherwise, these will be returned to the vendor at his own expense.

m) Your bills in Duplicate should bear our order number, date, and certificate to the effect that net published prices have been charged. The first copy of the bill should be a pre-receipted one.

n) If the price is not printed on the book, please supply price proof and a current copy of conversion rates to process your bill promptly.

o) Please ensure that the books being supplied are not remaindered titles.


p) The books should be sent post-free and delivered to the Institute Library.


q) In case of unsupplied titles, a certificate of non-availability of that title(s) / books(s) in the market from the publisher/authorized distributors/stockists of the publisher should be enclosed/produced to the Institute.

r) Payment will be released only after the complete supply of books, as per the order, is made to the Institute.

## 12. Security Deposit

Qualified vendors shall submit a security deposit 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 two months after completing the duration of empanelment, i.e., two years plus two months from the date of commencement of empanelment.

  
21/04/2025-  
Dr. S. Siva Chidambaram  
(Librarian)

  
1/4/25  
Prof. S. R. Balasundaram  
(LAC Chairman)



**NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI**  
**TAMIL NADU, INDIA - 620 015**  
**CENTRAL LIBRARY**

**APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF  
PRINT BOOKS TO CENTRAL LIBRARY, NIT TIRUCHIRAPPALLI**

**(PLEASE READ THE "TERMS AND CONDITIONS" CAREFULLY BEFORE  
FILLING THE FORM)**

*(Strike off whichever is not applicable)*

|     |   |  |
|-----|---|--|
| 1.  | Name of Vendor/Distributor/Supplier   |  |
| 2.  | Complete Postal Address   |  |
| 3.  | Telephone / Mobile Number   |  |
| 4.  | Email Address   |  |
| 5.  | Name & Address of Director(s) /<br>Managing Director(s) / Proprietor  |  |
| 6.  | If partnership, name and address of<br>partners   |  |
| 7.  | Discount offered in %   |  |
| 8.  | Please tick mark and provide documentary proof of your membership in any of the following associations, to be eligible firm must be member of the FPBAI since last five years. <ul style="list-style-type: none"><li>• Good Offices Committee (GOC).</li><li>• Federation of Publishers' and Booksellers' Association of India (FPBAI).</li></ul> |  |
| 9.  | Are you a distributor/dealer / stockiest / exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship/dealership / stockiest / exclusive or preferred agent(s).  |  |
| 10. | Year of starting of the firm with registration<br>number / date   |  |
| 11. | GST Registration No.<br>(Attach copies of GST Certificate)  |  |

|            |  |  |
|------------|--|--|
| <b>12.</b> | Is the firm an Income Tax payee? If so, please attach one copy of each of the Income Tax returns of the last three consecutive years and also a copy of the PAN card of the partners / owners.   |  |
| <b>13.</b> | Minimum five (5) references of the Libraries of reputed institutes/organizations with whom you are already registered, such as institutes of national importance, government-established research laboratories (e.g., IITs, IISc, NITs, IIMs, IISERs, AIIMS, CSIR Labs, ICMR Labs, etc.), etc. If not able to submit so, the proper justification to be submitted and the committee's decision to include the name will be considered final. |  |
| <b>14.</b> | Please provide details of the firm's annual turnover for the last three consecutive years with documentary evidence. This should be duly certified by a Chartered accountant. To be eligible, the average annual turnover should not be less than 1 crore in the last 3 financial years.   |  |
| <b>15.</b> | Please provide an affidavit on a non-judicial stamp paper of Rs. 50.00 for not having black- listed for a minimum of three (03) years by any of the Institutes, Universities, or Government organizations in India.  |  |

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





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**List of Documents Required**

1. Proof of membership in any of the following associations:
  - a) Good Offices Committee (GOC).
  - b) Federation of Publishers and Booksellers Association of India (FPBAI).
2. If you are an exclusive or preference agent of any publisher, attach copies of the authority letters
3. GST Registration Certificate
4. Minimum 05 references of the libraries of reputed institutes/organizations with whom you are already registered.
5. Detail of Annual Turnover of last three consecutive years. To be eligible, the average turnover should not be less than 1 crore of the last 3 years.
6. An affidavit on non-judicial stamp paper of Rs. 50 for not having black listed for minimum 3 years.
7. PAN Card



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**Declaration Form**

1. I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form is 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 the 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. ...., 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 the firm, affecting the accuracy of the facts stated above.
5. I / We assure that if empaneled, the firm will serve the Institute for at least 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**