



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

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**CENTRAL LIBRARY**  
**Approved Vendorship Registration for Supply of Books, and other**  
**Documents to NITT**

**F1/No.1/NITT/Central Library/ /VENDORSHIP/2017-18**

**DATED:19.12.2017**

National Institute of Technology, Tiruchirappalli invites sealed Quotations for “Vendorship Registration” for the supply of books and other documents such as CDs/DVDs/Audio-Visual Materials on prescribed format from the reputed vendors/distributors to the Central Library, NIT Tiruchirappalli. This Vendorship will be valid for three years. Interested vendors may send the completed application form along with the requisite documents to “The Director, Attn: Librarian, National Institute of Technology, Thuvakudi, Tiruchirappalli- 620015, Tamilnadu, India”.

**Last Date for Submission of Tenders: 15<sup>th</sup> January 2018 3.00 P.M.**  
**Date of opening of Tenders : 15<sup>th</sup> January 2018 3.30 P.M.**

**The envelope should be superscribed as given below:**

**“QUOTATION AGAINST NITT, CENTRAL LIBRARY APPROVED  
VENDORSHIP REGISTRATION ”**

**To**

**The REGISTRAR,  
NATIONAL INSTITUTE OF TECHNOLOGY,  
TIRUCHIRAPPALLI - 620015**

**Kind attention to: The Librarian, National Institute of Technology,  
Tiruchirappalli – 620015, TAMIL NADU, INDIA**

**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
Name of the Vendor/Supplier /Publisher		Textbooks		
Address		Reference/Research publications		
E-mail ID		Encyclopedias, Handbooks, Manuals, Dictionaries, Directories, etc.		
Phone / Mobile Nos.		Government/Acade mic/Institutions/Soc iety Publications		
PAN NO.		Swami's Publications		
Any other Information:		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 Distributor/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**

# 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 Director, 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.

NIT Tiruchirappalli does not bind itself to add in approved list of vendors or to place the purchase order to any of the vendor.

## 3. Security Deposit:

Qualified vendors shall submit a security deposit amount (EMD)of **Rs.15,000/-** (Rs. Fifteen thousand only) vide **Demand Draft, in favor 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. Quality / Edition of the Documents to be supplied:

- 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 replace 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) All disputes are to be settled within the Tiruchirappalli Judicial Jurisdiction.
- f) 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
- g) Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification.

## **5. Declarations should be appended by the Vendor/supplier/Publisher:**

The approved Vendor shall append the following declaration on the Bills/Invoices:

- a. Only latest editions have to be supplied and those are not reminder titles.
- b. Income Tax permanent Account No. (PAN) of the supplier/Vendor must be provided.
- c. The prices have been correctly charged in accordance with the  
Publisher's/Importer's/Distributor's Invoices and Publisher's Catalogues.

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

A copy of publisher's invoice as a price proof without any cuttings is Mandatory to follow RBI/GOC conversion rate.

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

## **7. 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 currency of empanelment.

## **8. Conversion Rates:**

The prices in the invoice should be indicated in original currencies.

Reserve Bank of India (RBI)/GOC currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.

## **9. Other Terms:**

1. NIT Tiruchirappalli reserves the right to modify the terms and conditions of contract at any time during the contract at its sole discretion and without assigning any reason
2. 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.
3. NIT Tiruchirappalli reserves the right to cancel the call for 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.
4. Contract can be terminated at any time in case in the services are not found satisfactory.
5. 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.

6. Latest editions of books must be supplied, unless mentioned otherwise.
7. Paperback editions of books should be supplied, unless specified otherwise.
8. Indian editions of books should be supplied, unless mentioned otherwise.
9. In case of non-availability of paperback and Indian editions, clarification/permission should be sought, preferably by email, from the library, regarding supply of the available editions.

**10. 100% payment after the supply and satisfactory working/date of completion of service if the documents are in order.**

All legal disputes shall be subject to the jurisdiction of the Courts of Law Tiruchirapalli/Madurai Bench, Tamilnadu Jurisdiction only.

Any further details regarding could be obtained, free of cost, from the National Institute of Technology, Tiruchirapalli on all working days during 10 am to 5 pm.

**11. For further details kindly contact: Librarian, NIT, Trichy – 15. (0431-250376)**

(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 telephone number on the cover.)

**Declaration:**

**I/We shall abide by the terms and conditions of NIT, Tiruchirappalli as mentioned in the document. The data provided in the technical and financial bid is true.**

**Signature of Partners/Proprietors.**

**Date (with Firm's Seal):**