

भारतीय प्रौद्योगिकी संस्थान दिल्ली
केंद्रीय पुस्तकालय

Adv. No. IITD/CL/CDD/VR 2023

Date : July 20, 2023

केन्द्रीय पुस्तकालय, भारतीय प्रौद्योगिकी संस्थान दिल्ली में पुस्तकों की आपूर्ति के लिए विक्रेताओं के
पैनल के लिए विज्ञापन

केन्द्रीय पुस्तकालय, भारतीय प्रौद्योगिकी संस्थान दिल्ली में पुस्तकों की आपूर्ति के लिए अधिकृत विक्रेता के रूप में नामांकन पाने के लिए प्रतिष्ठित प्रकाशकों/वितरकों/विक्रेताओं से आवेदन पत्र आमंत्रित किए जाते हैं। निर्दिष्ट आवेदन पत्र, शर्तों तथा निबंधनों की प्रतियां संग्रह विकास प्रभाग (सीडीडी), केंद्रीय पुस्तकालय, भारतीय प्रौद्योगिकी संस्थान दिल्ली से प्राप्त किया जा सकता है या पुस्तकालय की वेबसाइट (<https://library.iitd.ac.in>) या संस्थान की वेबसाइट (<https://iitd.ac.in>) से डाउनलोड किया जा सकता है। आवश्यक दस्तावेजों और शुल्क के साथ विधिवत भरे हुए आवेदन पत्र संग्रह विकास प्रभाग (सीडीडी), केंद्रीय पुस्तकालय में **10.08.2023 (सायं 5:00 बजे तक)** जमा किया जा सकता है।

शर्तों तथा निबंधनों की प्रति एवं आवेदन पत्र (MS-word Format में) डाउनलोड करने के लिए [यहाँ](#) क्लिक करें।

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Central Library

Empanelment of Book Vendors to Supply Books to the Central Library, IIT Delhi

Applications are invited from reputed Publishers/Distributors/Vendors to seek empanelment as authorised vendor for the supply of books to Central Library, IIT Delhi. The prescribed application form, along with a copy of the terms and conditions, may be collected from the Collection Development Division (CDD), Central Library, IIT Delhi or downloaded from the Central Library website (<https://library.iitd.ac.in>) or institute website (<https://iitd.ac.in>). The duly filled application form along with necessary documents and fees may be submitted in the Collection Development Division (CDD), Central Library, IIT Delhi latest **by 10.08.2023 (latest by 5:00 P.M.)**

Click [here](#) to download general terms & conditions and Application Form(in MS-word Format).

Application Form**INDIAN INSTITUTE OF TECHNOLOGY DELHI
CENTRAL LIBRARY**

Applications are invited from the Publishers/Distributors/Vendors for registration and empanelment to supply books to Central Library, IIT Delhi.

(Duly filled application form should reach the Librarian, Central Library, Indian Institute of Technology Delhi, Hauz Khas, New Delhi-110016 on or before **10.08.2023, latest by 05:00 P.M.** along with non-refundable application fee of Rs. 3,000 (Three Thousand only) in the form of Demand Draft from any scheduled bank in favour of "Registrar, IIT Delhi" and payable at New Delhi, alongwith other relevant documents).

**APPLICATION FORM FOR ENROLMENT AS VENDOR FOR SUPPLY OF BOOKS TO
CENTRAL LIBRARY, IIT DELHI**

To
The Librarian
Central Library
Indian Institute of Technology Delhi
Hauz Khas, New Delhi - 110016

Dear Sir,

In response to your advertisement No. _____ dated _____ for registration and empanelment of vendors for the supply of books to Central Library, IIT Delhi, please find my/our duly filled application form along with the application fee and relevant documents.

1.	Advertisement No. and Date :	
2.	Do you agree to supply books on the terms and conditions mentioned in Annexure-I of the advertisement available at the Central Library, IIT Delhi website (https://library.iitd.ac.in/) Institute Website (https://iitd.ac.in) ?	<u>Yes</u> <u>No</u>
3.	Details of Demand Draft: (a) Demand Draft No. (b) Date of Issue (c) Issuing Bank	
4.	Name of the Firm:	
5.	Postal address of the Head Office of the firm:	

6.	<u>Contact Information:</u> (a) Name of the Contact Person: (b) Telephone Number: (c) Mobile Number: (d) Fax Number: (e) E-mail: (f) Website address, if any:	
7.	<u>Kind of proprietorship</u> Name and address of Director/ Managing Director/ Proprietor : If partnership, name and address of the partners :	
8.	Whether you are an Income Tax payee? If yes, please submit a copy of Income Tax Return (ITR) filed for the last three consecutive years.	<u>Yes</u> <u>No</u>
9.	(a) Permanent Account No. (PAN): (b) Service Tax No. (if available): (c) GST No. (if available):	
10.	Bank details (A certificate issued by the bank may be attached) (a) Name of the Bank: (b) Address: (c) Bank Account No.: (d) Name of the Account holder: (e) IFSC code: (f) MICR code: (g) Date of opening of account: (h) Type of account (Savings/Current):	
11.	Are you currently a registered vendor of Central Library, IIT Delhi?	<u>Yes</u> <u>No</u>
12.	Are you a distributor/dealer/stockist/exclusive/preferred agent of the publishers in the area of Science and Technology? If so, please submit the most recent authority letters issued by the publishers.	<u>Yes</u> <u>No</u>
13.	Are you a member of registered national/state book seller and publisher Association/other registered federation? (Please attach a copy of your registration letter)	<u>Yes</u> <u>No</u>
14.	Experience in the field of supplying books to IITs, NITs, Research labs and libraries of nationally reputed organisations (please mention no. of years):	

15	Are you registered and currently dealing with the minimum 4 libraries of national reputed organisations? Out of which 2 should be institutes of national importance, and 2 should be reputed research institutes/universities (If 'Yes', please attach relevant documents) (List of institutes of national importance is available at the MoE website : https://www.education.gov.in/institutions-national-importance)	<u>Yes</u> <u>No</u>
16	Do you have Import Export Code (IEC). (If Yes, please mention IEC code and attach a copy of the same)	<u>Yes</u> <u>No</u>
17	Do you have an account with reputed foreign publishers for importing books directly through them? (If yes, please furnish documentary proof)	<u>Yes</u> <u>No</u>
18	Are you able to supply books including Govt. and society publications from abroad in 6 weeks against specific order?	<u>Yes</u> <u>No</u>
19	Annual Turnover of the firm for the last 3 financial years: (a) 2020-21: _____ (b) 2021-22: _____ (c) 2022-23: _____ (Please attach an audited copy of the same)	
20	Have your firm ever been debarred/blacklisted for doing business from any government organisation? If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (One Hundred only).	<u>Yes</u> <u>No</u>

Declarations:

- I/We _____ (name(s) of partners/ proprietors or shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
- I/We also hereby declare that all matters related to IIT Delhi shall be treated as confidential, and no information shall be passed on to any person without written permission of the Competent Authority.
- 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.
- I/we also hereby declare that I will deposit a refundable security deposit of Rs. 10,000 (Ten Thousand only) in the form of a demand draft favouring "Registrar, IIT Delhi, and payable at New Delhi", if my vendorship is approved.
- Details of authorized representative of this firm:
Name: _____
Contact Number: _____
Signature: _____

Place:

Signature Partners/Proprietors

Date:

(Seal of the Firm)

Check List

The attached documents must be arranged in the following order:

1. Demand Draft of Rs. 3,000 (Three Thousand only) in favour of “Registrar, IIT Delhi, and payable at New Delhi”.
2. Duly filled application form.
3. ITR of the last three financial years (i.e., 2020-21, 2021-22, 2022-23).
4. Certificate issued by the bank regarding bank details.
5. Most recent authority letters issued by the publishers stating you as a distributor/dealer/stockist/exclusive/preferred agent in the area of Science and Technology.
6. Copy of your registration letter of member of registered national/state booksellers’ and publishers’ Association/other registered federations.
7. Reference letter of minimum four reputed libraries where the vendor is currently dealing with. Out of which 2 should be institutes of national importance and 2 should be reputed research institutes/universities.
8. Copy of IEC.
9. Documentary proof in dealing with reputed foreign publishers for importing books directly from them.
10. Audited copy of Annual turnover of the company for last three financial years (i.e., 2020-21, 2021-22, 2022-23).
11. Affidavit raised on non-judicial stamp paper of Rs. 100 in respect of point no. 20 of application form.

Annexure-I

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Central Library

Terms and Conditions for vendor registration and empanelment for the supply of books to Central Library, IIT Delhi.

1. Publishers/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
2. Minimum three years of experience in dealing with institutes of national importance, reputed research institutions/academic libraries.
3. Minimum 4 references (2 should be institutes of national importance and 2 should be reputed research institutes/universities) of libraries with whom the vendor is already registered and currently working with.
4. The vendor should have a Permanent Account Number (PAN).
5. The vendor should supply the ordered books within a maximum period of six weeks, failing which will lead to cancellation of the order, and a procedure to debar the vendor may be initiated.
6. The vendor should offer the following discount percentage on published/printed prices for all books in English/Hindi language of Indian or foreign origin:

Sr. No.	Publications type/Number of copies purchased	Indian Title/Indian imprint of foreign title (Discount % on printed/publisher's price)	Foreign Title (Discount % on printed/publisher's price)
1.	Less than Three copies purchase	25%	25%
2.	Three copies or above purchase	30%	30%
3.	Reference books such as encyclopedia, handbooks etc.	30%	30%
4.	(Govt./society publications/short discount/no discount publications)	Publisher's price - (discount earned) + 5% handling charges on net amount (vendor should submit an open publisher's invoice along with a certificate in this regard). <i>In case of import, the additional amount (i.e. taxes, customs duty, import duty, etc) charged from vendor, will also be paid by the Library.</i>	

7. Unless otherwise specified, only the latest edition of the publication will be accepted.
8. Unless otherwise specified, the Indian/paperback edition of a title should be supplied, if available.
9. The publication supplied must be original, new and in good condition without any defects/damage.
10. The selected vendor may directly approach the faculty with the physical copy of the book to get it recommended by the faculty. Vendors should not get any book recommended if the same book is freely available on the publisher's website. No remained titles to be recommended.
11. Pre-Receipted bill(s) are to be submitted in duplicate (2 copies). A revenue stamp should be affixed on the original bill duly signed by the authorised signatory.
12. The vendor will have to submit the bills of foreign books converted to Indian rupees at the bank exchange rate given by IIT Delhi on the date of supply of the book. The rate is obtained by IIT Delhi from the State Bank of India (SBI), and the same is valid for a period of a week.
13. The bill should have mentioned the following:

- (a) The price has been correctly charged in accordance with the publisher's invoice/ printed price.
 - (b) The latest edition/ordered edition of the books has been supplied. No "Remaindered" title is supplied.
 - (c) Rates are charged as per the bank exchange rate given by IIT Delhi.
14. Two copies of the bills are to be addressed in the name of the following and submitted to the Central Library of the Institute:
- Librarian,
Central Library
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016
15. The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:
- (a) In case of a foreign title:
 - i. If the price of the book is not printed, the vendor must submit the publisher's invoice copy of the book as price proof.
 - ii. If a foreign title is exclusively distributed by any exclusive Indian distributor/foreign distributor, then the vendor must submit a letter from the publisher/authorised exclusive distributor stating the same title and price of the book along with the invoice of the authorised exclusive distributor, as price proof.
 - (b) In case of the Indian title: If the price of the book is not printed, then the vendor must submit the publisher's/authorised distributor's invoice copy, as price proof. A publisher's catalogue/website price is generally not accepted as price proof.
16. All entries in the bill should be typed/neatly handwritten in the format acceptable to the Central Library, IIT Delhi.
17. The selected vendor should deposit a refundable security deposit of Rs. 10,000 (Ten Thousand Only) in the form of a Demand Draft drawn in favour of "Registrar, IIT Delhi" and payable at New Delhi.
18. The terms and conditions for vendorship registration can be amended by the Central Library from time to time with the approval of the Advisory Committee for the Library (ACL), and the same will be binding to the registered vendors.
19. The ACL reserves the right to amend terms and conditions for vendorship, recommend or reject any or all the book vendors, and the same will be binding to the vendors. The decision of ACL will be final in all cases, and no explanation will be given.
- 20. The registered vendors need to supply a minimum of 10 unique titles in the first financial year of empanelment and will be termed as ACTIVE, and their empanelment will be extended for another two years or till the next empanelment. The vendors who fail to supply the minimum of 10 unique titles in the first financial year of empanelment will be treated as INACTIVE. Their empanelment will be cancelled, and no further order will be placed to such vendors. Their name will also be removed from the website as an approved vendor.**
21. All matters of dispute will be subject to the legal jurisdiction of the courts in Delhi only.

Note: Any amendment to the above-given terms and conditions will only be published on the website of the Central Library, IIT Delhi (<https://library.iitd.ac.in>)