

## **Empanelment of vendor for supplying of the books to the Central Library, IIT Delhi**

### **Corrigendum**

Please refer to the advertisement published at IIT Delhi website ([www.iitd.ac.in](http://www.iitd.ac.in)) regarding empanelment of vendor for supplying of the books to the Central Library, IIT Delhi. The following changes in the terms and conditions and Application Form are hereby notified through the corrigendum to all concerned stakeholders.

Amendment in Terms and Conditions:

Existing clause	Amended clause
The vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)	Publishers/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.

Amendment in Application Form:

Existing clause	Amended clause
Duly filled application form should reach the Prof. In-charge (Library), Central Library, Indian Institute of Technology (IIT) Delhi, Hauz khas, New Delhi-110016 on or before 23.05.2016 latest by 05:00 P.M	Duly filled application form should reach the Prof. In-charge (Library), Central Library, Indian Institute of Technology (IIT) Delhi, Hauz khas, New Delhi-110016 on or before 08.06.2016 latest by 05:00 P.M
Are you a member of Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA) (Please attach a copy of your registration letter)	Are you a member of registered national/state book seller and publisher Association/other registered federation? (Please attach a copy of your registration letter)

All other conditions will remain the same.

**INDIAN INSTITUTE OF TECHNOLOGY (IIT) DELHI**  
**Hauz Khas, New Delhi 110016**  
**Central Library**

**Advertisement for Empanelment of Vendors for Supply of Books to Central Library,**  
**IIT Delhi**

Applications are invited from reputed Publishers/Distributors/Vendors to seek empanelment as authorised vendor for supply of books to IIT Delhi. Prescribed application form along with the copy of terms and conditions may be collected from the office of the Prof. Incharge, Central Library, IIT Delhi or from Vijay Kumar Verma, Assistant Librarian, Central Library, IIT Delhi or download it from institute website ([www.iitd.ac.in](http://www.iitd.ac.in)). The duly filled application form along with necessary documents and fees may be submitted in the same office latest by 08.06.2016 (5:00 P.M.)

भारतीय प्रौद्योगिकी संस्थान (आईआईटी) दिल्ली  
हौज खास, नई दिल्ली 110016  
केंद्रीय पुस्तकालय

केन्द्रीय पुस्तकालय , आईआईटी दिल्ली में पुस्तकों की आपूर्ति के लिए विक्रेताओं के पैनल के लिए विज्ञापन

आईआईटी दिल्ली में पुस्तकों की आपूर्ति के लिए अधिकृत विक्रेता के रूप में नामांकन पाने के लिए प्रतिष्ठित प्रकाशकों/वितरकों/विक्रेताओं से आवेदन पत्र आमंत्रित किये जाते हैं. निर्दिष्ट आवेदन पत्र एवं शर्तों तथा निबंधनों की प्रतियां प्रोफेसर प्रभारी, केंद्रीय पुस्तकालय, आईआईटी दिल्ली या विजय कुमार वर्मा, सहायक पुस्तकालयाध्यक्ष केन्द्रीय पुस्तकालय , आईआईटी दिल्ली से प्राप्त किया जा सकता है या संस्थान की वेबसाइट ([www.iitd.ac.in](http://www.iitd.ac.in)) से डाउनलोड किया जा सकता है. विधिवत भरे हुए आवेदन पत्र अनिवार्य दस्तावेज एवं शुल्क के साथ इस कार्यालय में 08.06.2016 (सायं 5 बजे ) तक जमा किये जा सकते हैं.

**INDIAN INSTITUTE OF TECHNOLOGY (IIT) DELHI**  
**HAUZ KHAS, NEW DELHI 110016**  
**CENTRAL LIBRARY**

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

1. The vendor should be a member of the Federation of Publishers' and Booksellers' Association in India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA).
2. Minimum 2 references of libraries of national reputed organizations with whom the vendor is already registered and currently dealing with. Out of which 1 should be institutes of national importance and 1 should be reputed research institutes/universities.
3. Vendor should have a Permanent Account Number (PAN) and Service Tax Number.
4. Vendor should supply the ordered books within a period of two months failing which lead to cancellation of the order and procedure to debar the vendor may be initiated.
5. (a) Vendor should offer maximum discount on published/printed price for all books in English /Hindi language of Indian or foreign origin and in no case less than the following discount percentage under different categories as given below on the current edition of a book which is published not more than five years before the current year of ordering:

<b>S. No.</b>	<b>Publications type/Number of copies purchase</b>	<b>Indian Title/Indian imprint of foreign title</b> (Discount % on printed/publisher's price)	<b>Foreign Title</b> (Discount % on printed/publisher's price)
1.	Less than Three copies purchase	20%	20%
2.	Three copies or above purchase	25%	25%
3.	Reference books such as encyclopaedia, handbooks etc.	30%	25%
4.	(Govt./ society publications/short discount/no discount publications)	Publisher's price - (discount earned)+5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regards)	

5. (b) If a book is published more than five years before the current year of ordering, then the applicable discount percent will be as follows:

<b>S. No.</b>	<b><u>Publications/Number of copies purchase</u></b>	<b><u>Indian Title/Indian imprint of foreign title</u></b> (Discount % on printed/publisher's price)	<b><u>Foreign Title</u></b> (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 encyclopaedia, handbooks etc.	Always latest edition would be procured.	
4.	(Govt./ society publications/short discount/no discount publications)	Publisher's price - (discount earned)+5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regards)	

6. Unless otherwise specified, only the latest edition of the publication will be accepted.

7. Unless otherwise specified the Indian/paperback edition of a title should be supplied, if available.

8. The publication supplied must be new and in good condition without any defects/damage.

9. The selected vendor may directly approach to the faculty with the physical copy of the book to get it recommended by the faculty. Vendor should not get any book recommended if the same book is freely available on publisher's website.

10. Pre-Receipt bill(s) are to be submitted in duplicate (2 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.

11. 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 book. The rate is obtained by IIT Delhi from the State Bank of India (SBI) and the same is valid for a week.

12. The bill should have quoted the following:

- i. The price has been correctly charged in accordance with publisher's invoice/printed price.
- ii. Latest edition/ordered edition of the books have been supplied. No "Remaindered" title is supplied.
- iii. Rates are charged as per bank exchange rate given by IIT Delhi.

13. Two copies of the bills are to be addressed in the name of the following and submitted in the central library of the Institute:

Librarian  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi 110016

14. The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

- i. In case of a foreign title:
  - a. If the price of the book is not printed, the vendor must submit publisher's invoice copy of the book as a price proof.
  - b. If a foreign title is exclusively distributed by any exclusive Indian distributor, then vendor must submit letter from the publisher/authorised exclusive distributor stating the same and price of the book along with the invoice of the authorised exclusive distributor, as price proof.
- ii. In case of 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. Publisher's Catalogue is generally not accepted as price proof.

15. All entries in the bill should be typed/neatly hand written in the format acceptable to the library.

16. Selected vendor should deposit a refundable security deposit of Rs. 10,000 (Ten Thousand Only) in form of Demand Draft drawn in the favour of "Registrar, IIT Delhi" and payable at New Delhi.

17. The terms and conditions for vendorship registration can be amended by the library from time to time with the approval of the Advisory Committee of the Library and the same is binding to the registered vendors.

18. The Advisory Committee for the Library (ACL) reserves the right to amend terms and conditions for vendorship, recommend or reject any or all the book vendors and the same is binding to the vendors. The decision of ACL will be final in all cases and no explanation will be given.

19. All matter of dispute will be subject to legal jurisdiction of the courts at Delhi only.

**Application form**

**INDIAN INSTITUTE OF TECHNOLOGY (IIT) DELHI  
Hauz Khas, New Delhi 110016  
CENTRAL LIBRARY**

**Application is invited from the Publishers/Distributors/Vendors for registration and empanelment for supply of books to Central Library, IIT Delhi**

(Duly filled application form should reach the Prof. In-charge (Library), Central Library, Indian Institute of Technology (IIT) Delhi, Hauz khas, New Delhi-110016 on or before 08.06.2016, latest by 05:00 P.M. along with non-refundable application fee of Rs. 3,000 (Three Thousand only) in form of Demand Draft from any schedule bank in favour of “Registrar, IIT Delhi, Hauz khas, New Delhi” and other relevant documents.)

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

To  
Prof. In-charge (Library)  
Central Library  
Indian Institute of Technology (IIT) Delhi  
Hauz Khas, New Delhi 110016

Sir,  
In response to your advertisement for registration and empanelment of vendors for supply of books to Central Library, IIT Delhi, please find my duly filled application form along with application fee and relevant documents.

<b>1.</b>	Advertisement No. and Date	
<b>2.</b>	Do you agree to supply books on the terms and condition mentions in the annexure I of the advertisement available at IIT Delhi website ( <a href="http://www.iitd.ac.in">www.iitd.ac.in</a> ) and the office of the Central Library of IIT Delhi?	<u>Yes/No</u>
<b>3.</b>	Details of Demand Draft: (i) Demand Draft No. (ii) Date of Issue (iii) Issuing Bank	
<b>4.</b>	Name of the Firm:	
<b>5.</b>	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 Income Tax payee? If yes, please submit a copy of income tax return filed for last three consecutive years.	<u>Yes/No</u>
9.	(a) Your Permanent Account No. (PAN): (b) Service Tax No.:	
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):	

<b>11</b>	Are you a currently registered vendor of IIT Delhi If “Yes”, then are you “Active” or “Inactive” during these years	<u>Yes/No</u> <u>Active/Inactive</u>
<b>12</b>	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/No</u>
<b>13</b>	Are you a member of Federation of Publishers’ and Booksellers’ Association in India (FPBAI)/ Delhi State Booksellers’ and Publishers’ Association (DSBPA) (Please attach a copy of your registration letter)	<u>Yes/No</u>
<b>14</b>	Experience in the field of supplying books to IITs, NITs, Research labs and libraries of national reputed organizations (please mention no. of years):	
<b>15</b>	Are you registered and currently dealing with the minimum 2 libraries of national reputed organizations? Out of which 1 should be institutes of national importance and 1 should be reputed research institutes/universities (If ‘Yes’, please attach relevant documents) (List of institutes of national importance is available at MHRD website ( <a href="http://mhrd.gov.in/institutions-national-importance">http://mhrd.gov.in/institutions-national-importance</a> ) and the same is also available at central Library, IIT Delhi)	<u>Yes/No</u>
<b>16</b>	Do you have direct import license. (If Yes, please attach a copy of the same)	<u>Yes/No</u>
<b>17</b>	Do you have an account with the reputed foreign publishers for importing books directly through them? (If yes, please furnish documentary proof)	<u>Yes/No</u>
<b>18</b>	Are you able to procure books including Govt. and society publications from abroad in 2 months against specific order?	<u>Yes/No</u>
<b>19</b>	Annual Turnover of the firm for the last 3 financial years: (a) 2012-13: (b) 2013-14: (c) 2014-15: (please attach audited copy of the same)	
<b>20</b>	Will you be able to supply books within a period of 2 months from the date of issue of order	<u>Yes/No</u>
<b>21</b>	Have your firm ever been debarred/blacklisted for doing business from any government organization?	<u>Yes/No</u>



	If No, Please furnish an affidavit raised on non-judicial stamp paper of Rs. 100 (One Hundred only).	
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Declarations:

1. I/We \_\_\_\_\_ (names of partners/proprietors or share-holders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. 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.
3. Mr. \_\_\_\_\_, whose signatures are given below, is an authorized representative of this 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 also hereby declare that I'll deposit a refundable security deposit of Rs. 10,000 (Ten Thousand only) in the form of demand draft favouring "Registrar, Indian Institute of technology, Delhi", if my vendorship is approved.

Place:

Signature partners/Proprietors

Date:

(Seal of the Firm)

### **Check List**

#### **The attached documents must be arranged in the following order:**

- i. Demand Draft of Rs. 3,000 (Three Thousand only) in favour of Registrar, IIT Delhi, Hauz khas, New Delhi
- ii. Application form
- iii. ITR of last three financial years (i.e. 2012-13, 2013-14, 2014-15)
- iv. Certificate issued by bank regarding bank details
- v. 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.
- vi. Copy of your registration letter of Publishers/distributors/vendors preferably be a member of registered national/state booksellers' and publishers' Association/other registered federations.
- vii. Reference letter of minimum two reputed libraries where the vendor is currently dealing with. Out of which 1 should be institutes of national importance and 1 should be reputed research institutes/universities
- viii. Copy of import licence
- ix. Documentary proof in dealing with reputed foreign publishers for importing books directly from them
- x. Audited copy of Annual turnover of the company for last three financial years
- xi. Affidavit raised on non-judicial stamp paper of Rs. 100