



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National Institute of Technology, Rourkela  
Biju Patnaik Central Library

**Sub: Empanelment of Vendors for Supply of Books (Print) to NIT Rourkela Library**

Reference: Empanelment of Vendor for the supply of Books (Print) to NIT Rourkela Library

Date of Advertisement: 20-05-2022

URL: <https://nitrkl.ac.in/docs/Announcement/21052022140325223.pdf>

**Note: Those who applied before with reference to above Advertisement may need NOT to apply again, however they may send any updated documents to support their application.**

National Institute of Technology Rourkela invites open offer of Expression of Interest for "Empanelment of Vendors for the Supply of Books (Print)" on prescribed Format from reputed vendors/distributors/library suppliers in India, to NIT Rourkela Library.

This empanelment will be valid initially upto **31<sup>st</sup> March, 2025** from the date of final approval of empanelled suppliers list and it may be further extendable with 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 each of the requisite documents to "The Head, B.P. Central Library, National Institute of Technology Rourkela, Rourkela-769008, Odisha".

**Last Date for Submission of Applications: 21 days from the Date of Advertisement**

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

**Instructions for applicants:**

- Interested vendors/distributors/library suppliers should submit **application form in sealed envelopes** super scribing – Application for Empanelment for the supply of Books.
- The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- **Incomplete and conditional applications will not be considered.**
- At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
- Strict discipline is expected to be maintained with respect to 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.
- The received application(s) after the due date and time will not be considered.
- The applications will be scrutinized and shortlisted for empanelment by Library committee. The shortlisted vendors will be informed by email and/or by regular post for further procedure, as required.
- 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.

**The empanelment for supply of books (print) will be governed by the following "Terms and Conditions".**

**1. General**

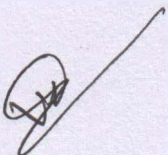
- a. The authority of NIT Rourkela reserves the right to approve or reject any or all the vendors, whose decision will be final in all cases in respect of acceptance/rejection.
- b. NIT Rourkela is not bind to place the purchase order to the approved vendor.

**2. Purchase Orders**

- a. The library will place purchase orders with the empanelled vendor(s) who offers 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. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- d. Any clarification/query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.
- e. Library may place order/re-order the unsupplied book to those vendors who response promptly on willingness to supply and took minimum time to deliver the books.

**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 not available in India).
- c. The Books should be consigned to The Head, Biju Patnaik Central Library, NIT Rourkela-769008, Odisha.
- d. If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- e. In case of titles that are not supplied, 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. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication 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 delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the librarian/In-Charge may consider extending the supply time as may 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 per 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, their quantity and price.



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

- a. If the empanelled 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 empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, up to five weeks.
- b. Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.
- c. The decision of accepting 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.
- b. By default, paperback editions of books must be supplied.
- c. By default, Indian editions of books must be supplied.
- d. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted.

#### 6. Discount

**Standard discount rate is 25% on RBI exchange rate for all type of books irrespective of the no. of copies. Lesser discount cases should be properly justified.**

#### 7. Invoicing procedure and Conversion Rates

- a. The Invoice should bear the firm's IT PAN and account detail for 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 on the original bill and should be signed by authorized signatory.
- d. Invoice should be raised in favour of The Registrar/Head-BP Central Library, National Institute of Technology Rourkela, Rourkela - 769008, Odisha.
- e. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.
- f. The prices in the invoice should be indicated in original currencies.
- g. Reserve Bank of India (RBI) currency conversion rates as applicable on the **Date of Purchase Order** OR (conversion rate of next day if rate not available on date of PO like Saturday) should be followed, and should also be clearly indicated on the invoice.
- h. Library/Institute may take approx. 90 days from the date of the ordered Book(s) received for final payment to the vendors/suppliers.

#### 8. Mandatory enclosures with Invoice

- a. For price verification book seller shall generally produce the publisher's invoice under which he purchased the book. A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period may be also accepted but library may ask to provide publisher invoice only.
- b. A currency conversion proof with date.

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

## 9. 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 breach 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 to the Institute.

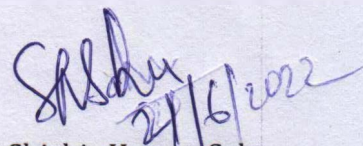
## 10. NIT Rourkela Rules and Regulations will be applicable on Local/within Campus Book Vendors/Suppliers.

## 11. Other Terms and Conditions

- a. The Institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- b. The service performance of existing empanelled vendors at BPCL will be evaluated, and the eligibility criteria mentioned in the document is minimum, so screening of the application may be done to restrict the number of the vendors.**
- c. Wrongly supplied books must be collected within 45 days of the supply else library will have full right to enter the said book in library record preferably under Gratis.
- d. Supplied wrong, misprinted, etc. books must be replaced at any time even after putting library stamp on that.
- e. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the NIT Rourkela shall have the right to procure books/publications on higher discount rates.
- f. The library may invite empanelled vendors for small book exhibitions at regular interval of time. Main book fair will be open for all vendors/publishers/suppliers with separate term and conditions.
- g. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by NIT Rourkela.
- h. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, NIT Rourkela or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of NIT Rourkela.

  
21/06/22

Mr.V.K.Mishra  
(HOD, Library)

  
21/6/2022

Prof. Shishir Kumar Sahu  
(Prof. In-Charge, Library)



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National Institute of Technology, Rourkela  
Biju Patnaik Central Library

APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS (PRINT) TO NIT  
ROURKELA LIBRARY  
(PLEASE READ THE "TERMS AND CONDITIONS" CAREFULLY BEFORE FILLING THE FORM)  
(Strike off whichever is not applicable)

1. Name of the Firm	:.....
2. Complete postal address	:..... :..... :..... :.....
Telephone and Mobile Number	:.....
Fax number	:.....
Email address	:.....
Website url if any	:.....
3. Kind of Proprietorship (Tick)	<b>a. Single</b> <b>b. Partner</b>
4. Name and address of directors/managing directors/proprietor	
5. If partnership, name and address of partners	
6. Discount offered in %	25%

7. Please tick mark and provide documentary proof of your membership if any of the following associations, **to be eligible firm must be member of the FPBAI since last five years.**
- (i) Good Offices Committee (GOC).
  - (ii) Federation of Publishers' and Booksellers' Association of India (FPBAI).
8. Are you a distributor / dealer / stockiest / exclusive or preferred agent? 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).
9. Year of starting of the firm with registration number/date.....
10. PAN/TAN no.....
11. GST registration No. (Attach copies of GST certificate) .....
12. Is the firm Income Tax payee? If so, please attach one copy each of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners /owners.
13. Minimum four (04) 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, CSIR Labs, ICMR etc.), etc. If not been able to submit so, proper justification to be submitted and the decision of the committee for inclusion of the name will be considered to be final.
14. **Please provide details of the firm's annual turnover for the latest five consecutive years with documentary evidence. One crore per year turnover is required in at least three out of five years to be eligible.**
15. Please provide an affidavit on a non-judicial stamp paper with authorized signature and stamp of Rs. 50.00, for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.



**DECLARATION**

1. I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are 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 National Institute of Technology Rourkela 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./Ms. .... 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 firm, affecting the accuracy of the facts, stated above.

5. I / We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.

6. I / We have read and understood all the **"Terms and Conditions"** of NIT Rourkela 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**

