



**ADVERTISEMENT FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS TO
CENTRAL LIBRARY, IIT-GOA**

Date: 14/06/2019

Advertisement No: IITGOA/LIB-ACQ/VE/2019-20/01

Central Library, IIT-Goa invites applications for “Vendor Empanelment” in prescribed format from the reputed Publishers/Distributors/Vendors as an authorized vendor for supply of books, CDs, DVDs to Central Library, IIT-Goa. This Empanelment will be valid for Financial Year 2019-20.

TERMS & CONDITIONS FOR BOOK SUPPLY:

1. Vendors should have a Permanent Account Number (PAN) and GST Number.
2. Atleast 2 references of libraries similar in nature to the libraries of IITs, NITs, IIMs, IISERs, IISc, Central Universities, etc. with whom you are already registered.
3. The vendor should be a member of the Federation of Publishers’ and Booksellers’ Association in India (FPBAI)/Delhi State Booksellers’ and Publishers’ Association (DSBPA)/ other state Booksellers’ and Publishers’ Association/ other registered federations.
4. The vendor should supply the ordered books within **30 days** for Indian publications and **65 days** for foreign publications from the date of issue of purchase order. A maximum extension of **10 days** for Indian publications and **15 days** for foreign publications may be allowed at the discretion of the Library Officer under extraordinary situations.

All books must be supplied within the above mentioned period, failing which, the order stands canceled and no supply will be accepted against the orders after the expiry of the period.

5. The supply of the books will be at the risk of the concerned vendor till its acceptance by the Institute.
6. The books shall be properly packed and delivered at the supplier’s expenses & risk. Damaged/Defective/Torn/Soiled/Mutilated books will not be accepted. Such books must be replaced within the stipulated time at supplier’s expense.
7. Books are to be supplied free of postage or delivery charge.
8. **Order Number & Order Date** should be clearly mentioned in all the invoices.
9. Unless otherwise specified, only the latest edition of the publication will be accepted.
10. Unless otherwise specified, the Indian/paperback edition of a title should be supplied, if available.
11. Out of print publications, remainder titles will not at all be acceptable.



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12. Library advisory committee, IIT-Goa reserves the right to place/ cancel/ split the order amongst various suppliers without assigning any reason thereof.
 13. The vendor will have to submit the invoices of foreign books converted to Indian rupees at the RBI/Nationalized bank exchange rate as on the date of billing of books along with bank rate certificate of that particular day.
 14. Pre-receipted bills are to be submitted in duplicate and revenue stamp should be affixed on the original invoices duly signed by an authorized signatory.
 15. The vendor must submit the following price proof, duly certified and stamped in support of the price charged:
 - a) **In case of foreign publication:**
 - i) If the price of the book is not printed, the vendor must submit publisher's invoice copy of the book as a price proof. Sticker price will not at all be acceptable.
 - ii) If a foreign title is exclusively distributed by any exclusive Indian distributor, then vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and price of the book along with the invoice of the authorized exclusive distributor as price proof.
 - b) **In case of Indian publication:** If the price of the book is not printed then the vendor must submit Publisher's/authorized distributor's invoice copy/Copy of Publisher's website price as price proof. Sticker price will not at all be acceptable.
 16. All the entries in the invoice should be typed/hand written neatly in the format acceptable to the library.
 17. All the page of the relevant documents must be signed and stamped by the vendor.
 18. The Library advisory committee reserves the right to extend the tenure of the vendor beyond more than one year which depends only upon the satisfactory performance of the vendor as judged by the library advisory committee.
 19. The Library advisory committee reserves the right to amend the terms and conditions for the vendorship, recommend or reject any or all the book vendors and same is binding on the vendors as well.
- The decision of the Library Advisory Committee will be final in all cases and no explanation will be needed.*
20. All matters of dispute will be subject to the legal jurisdiction of the courts of Goa.

Indian Institute of Technology Goa

Central Library

At Goa Engineering College Campus, Farmagudi, Ponda, Goa-403401
Email: library@iitgoa.ac.in



21. All invoices should clearly mention the following:

- Printed books are exempted from GST
- Rates are charged as per RBI/Nationalized bank exchange rate as on the date of billing.
- Latest edition/ordered edition of the books have been supplied and “No Remained” titles have been supplied.
- The price has been correctly charged in accordance with Publisher’s/authorized distributor’s invoice price/Publisher’s website price.

BOOKS DISCOUNT POLICY:

- Vendor should offer a maximum discount on published/printed price for all the books in English/Hindi/Other languages of Indian or foreign origin and should **in no case be less than the following discount percentage** under different categories as under:

Sr. No.	Publication types/No. of copies purchased	Discount on publisher/printed price of Indian editions/ Indian imprint of foreign titles (Not less than the following %)	Discount on publisher/printed price of Foreign editions (Not less than the following %)
1.	Less than 5 copies	20%	25%
2.	5 copies and above	22%	28%
3.	Reference books such as Encyclopedia, Handbooks, Coffee table books, etc.	25%	30%
4.	(Govt./Society publications/ short discount/ no discount publications/Out of print books/Rare books)	Publisher’s Net amount + applicable shipping and handling charges (vendor should submit relevant certificate in this regards)	

PAYMENT TERMS & CONDITIONS:

- All the payment will be made in Indian Rupees. 100% payment will be released after supply and acceptance of books by the institute in good condition.
- For foreign publications payment will be made taking into consideration the RBI/Nationalized bank exchange rate as on the date of billing of the books.
- Invoices should be sent along with necessary documents viz. publisher price proofs, bank exchange rate certificates duly signed & stamped to the below address:



Library Officer,
Indian Institute of Technology, Goa,
Central Library,
Farmagudi, Ponda, Goa – 403 401.
Email: library@iitgoa.ac.in

The application proforma with detailed guidelines may be downloaded from institute's website (<https://www.iitgoa.ac.in/>). The duly filled application form along with necessary documents and registration fees must reach the “**The Dean (AP & SA), Indian Institute of Technology Goa, At Goa Engineering College Campus, Farmagudi, Ponda, Goa – 403 401**” latest by 10th July, 2019 (5:00 pm) in a sealed envelope.

1.	Registration fees (Non-refundable)	Rs: 1000 plus 18% GST in the form of Demand Draft from any Nationalized Bank in favor of “ Indian Institute of Technology Goa ” payable at Goa.
2.	Last date and time of receiving applications	10th July, 2019 by 5:00 pm through speed post or hand delivery in a sealed envelope.
3.	Address for sending the applications	The Dean (AP & SA), Indian Institute of Technology Goa, At Goa Engineering College Campus, Farmagudi, Ponda, Goa – 403 401.
4.	Email address:	library@iitgoa.ac.in
5.	Envelopes of applications should be superscribed	Applications shall be submitted by superscribing on the envelope: “ Application for Vendor Empanelment as Books Supplier ”



Application form for empanelment as Books Supplier

To,

The Dean (AP & SA),

Indian Institute of Technology Goa,

At Goa Engineering College Campus,

Farmagudi, Ponda, Goa – 403 401.

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to Central Library IIT-Goa, please find my duly filled application form and application fee in the form of DD along with the relevant documents:

1.	Advertisement No. and Date:	
2.	Do you agree to supply books on the terms and conditions mentioned in this advertisement on IIT-Goa website (https://www.iitgoa.ac.in/) and the Office of IIT-Goa?	Yes/ No
3.	<u>Details of Demand Draft:</u> i. Demand Draft No: ii Date of issue: iii Issuing Bank:	
4.	Name of the Firm:	
5.	Postal address of the Head office of the firm:	

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6.	<p><u>Contact Information:</u></p> <p>i. Name of the Contact Person:</p> <p>ii Telephone No:</p> <p>iii Mobile No:</p> <p>iv Fax No:</p> <p>v E-mail:</p> <p>vi Website, if any:</p>	
7.	<p><u>Kind of proprietorship:</u></p> <p>a) Name and address of Director/ Managing Director/ Proprietor:</p> <p>b) If partnership, name and address of the partners:</p>	
8.	<p>Whether you are Income Tax payee? If yes, please submit a copy of income tax return filed for last three consecutive years.</p>	Yes/ No
9.	<p>a) Your Permanent Account No. (PAN):</p> <p>b) GSTIN No.:</p>	
10.	<p><u>Bank details:</u></p> <p>a) Name of the Bank:</p> <p>b) Address:</p> <p>c) Bank Account No.:</p> <p>d) Name of the Account holder:</p> <p>e) IFSC code:</p> <p>f) MICR code:</p> <p>g) Date of operating account:</p> <p>h) Type of account (Savings/Current):</p>	

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11.	Are you a member of Federation of Publishers' and Booksellers' Association of India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)/ Other State Booksellers' and Publishers' Association/ Other registered federations. (If "Yes", please attach a copy of your registration letter)	Yes/ No
12.	Experience in the field of supplying books to the libraries of IITs, IISERs, IISc, NITs, IIMs, Research Labs of premier institutions (Please mention no. of years):	
13.	Are you registered and currently dealing with minimum 2 libraries of premier institutions? E.g. IITs, IISERs, IISc, NITs, IIMs, Central Universities, etc. (If "Yes", please attach relevant documents i.e. Registration letter from the Head of the Institute/Library)	Yes/ No
14.	Do you have the direct import license? (If "Yes", please attach a copy of the same)	Yes/ No
15.	Do you have direct account with atleast 3 reputed foreign publishers for importing books through them? (If "Yes", please furnish documentary proof)	Yes/ No
16.	Are you able to procure books including Govt. and Society publications from abroad in 2 months against the specific order?	Yes/ No
17.	Annual Turnover of the firm for last 3 financial years: 2016-17 2017-18 2018-19 (please attach an audited copy of the same)	
18.	Will you be able to supply books within a period of (30) days for Indian publications and (65) days for foreign publications from the date of issue of order?	Yes/ No
19.	Have your firm ever been debarred/ blacklisted from doing business by any government organization? If "No", please furnish an affidavit raised on non-judicial stamp paper of Rs: 100 (One Hundred Only).	Yes/ No



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 knowledge and belief.
2. I/We also hereby declare that all matters related to IIT-Goa 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 signature below is an authorized representative of this firm.
4. I/We also undertake the responsibility to communicate all the subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.

Place:

Signature Partners/ Proprietors

Date:

(Seal of the firm)

Check list:

The attached documents must be arranged in the following order:

1. Registration fees: Demand Draft of Rs: 1000 plus 18% GST in favor of Indian Institute of Technology Goa, payable at Goa.
2. Duly filled application form with seal & signature.
3. ITR of last three consecutive financial years (i.e. 2016-17, 2017-18 & 2018-19)
4. Copy of your registration letter of Federation of Publishers' and Booksellers' Association of India (FPBAI)/ Delhi State Booksellers' and Publishers' Association (DSBPA)/ Other State Booksellers' and Publishers' Association/ Other registered federations.
5. Reference letter of minimum 2 libraries similar in nature to the libraries of premier institutions like IITs, IISERs, NITs, IIMs, IISc, etc. where the vendor is currently dealing with.
6. Copy of import license.
7. Documentary proof of atleast 3 reputed foreign publishers for importing books directly from them.
8. Audited copy of Annual balance sheet of the firm for last three financial years.
9. Affidavit raised on non-judicial stamp paper of Rs: 100.