



भारतीय प्रौद्योगिकी संस्थान गोवा

केंद्रीय पुस्तकालय

गोवा अभियांत्रिकी महाविद्यालय परिसर, फार्मागुडी, फोंडा – 403 401, गोवा

**Indian Institute of Technology Goa
Central Library**

At Goa Engineering College Campus, Farmagudi, Ponda, Goa – 403 401

ADVERTISEMENT FOR EMPANELMENT OF BOOK SUPPLIERS FOR CENTRAL LIBRARY, IIT GOA

Date: 19/08/2024

Advt. No: IITGOA/LIB-ACQ/VE/2024-25/01

IIT-Goa invites applications for “Book Suppliers” in the prescribed format (**ANNEXURE-II**) from the reputed Publishers/ Distributors/ Vendors as authorized suppliers for supplying books to the Central Library, IIT-Goa. This Empanelment will be valid for FY 2024-25 & FY 2025-26.

The application proforma with detailed guidelines may be collected from the office of the Assistant Librarian, IIT Goa or may be downloaded from the institute’s website (<https://www.iitgoa.ac.in/>). The duly filled application form, along with necessary documents and registration fees, must reach the “**The Chairperson (Library Advisory Committee), Central Library, Indian Institute of Technology Goa, At Goa Engineering College Campus, Farmagudi, Ponda, Goa – 403 401**” latest by 13th September, 2024 (5:00 pm) in a sealed envelope.

For Terms and Conditions, kindly refer to Annexure-I.

1.	Registration fees (Non-refundable)	Rs: 2000 (Two thousand Only) in the form of Demand Draft from any Nationalized Bank in favour of “ The Registrar, Indian Institute of Technology Goa ” payable at Goa.
2.	Last date and time of receiving applications	13th September, 2024 by 5:00 pm through speed post or hand delivery in a sealed envelope.
3.	Address for sending the applications	The Chairperson (Library Advisory Committee), Central Library, 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 enrollment as a vendor for supply of Books ”



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ANNEXURE-I

Scope of work and terms & conditions for supplying books to Central Library, IIT Goa:

1. Publishers/ distributors/ vendors should have a Permanent Account Number (PAN) and GST Number.
2. At least four references of libraries identified under Institutions of National Importance like IITs, NITs, IIMs, IISERs, etc., with whom you are already registered. Signed documentary proof of such libraries during the preceding 5 years.
3. The Publishers/ distributors/ vendors should be a member of registered national/ state booksellers' and publishers' association/ other registered federations.
4. The publishers/ distributors/ vendors should supply the ordered books within **15 days** for Indian publications and **45 days** for foreign publications from the date of issue of the purchase order. A maximum extension of **5 days** for Indian publications and **10 days** for foreign publications may be allowed at the discretion of the Assistant Librarian under extraordinary situations.

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

5. The supply of books will be at the risk of the concerned publisher/ distributor/ vendor until the Institute accepts it.
6. The books shall be properly packed and delivered at the supplier's expense & risk. Damaged/ defective/ torn/ soiled/ mutilated books will not be accepted. Such books must be replaced at the supplier's expense within the stipulated time.
7. Books are to be supplied free of postage or delivery charge.
8. Pirated books are strictly prohibited; it will lead to an immediate ban from empanelment.
9. **Order Number & Order Date** should be mentioned on all the invoices.
10. Unless otherwise specified, only the latest edition of the publication will be accepted.
11. Unless otherwise specified, the Indian/ paperback edition of a title should be supplied. If paperback editions are not delivered, a certificate will be required from the supplier stating that the "*Paperback edition for the book(s) ordered by the Central Library is not published*" [mention title(s) of the book].
12. Enquiry of books will be through email only. The Central Library will share the bibliographic details of the books through email, and the vendors should revert within 2 working days along with the details like publisher price, availability, delivery period, discount rate, etc.
13. Library Advisory Committee, IIT-Goa reserves the right to place/ cancel/ split the order amongst various suppliers without assigning any reason thereof.
14. The publisher/ distributor/ 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 the bank rate certificate of that particular day.



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15. Pre-receipted bills must be submitted in duplicate, and a revenue stamp should be affixed on the original invoices duly signed by an authorized signatory.
16. In the case of the foreign edition, a certificate will be required from the supplier stating that “*Indian reprint/ edition is not published for the title ordered by the Central Library*” (mention title of the book).
17. 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 book’s price is not printed, the vendor must submit the publisher’s invoice copy as price proof. A sticker price will not at all be acceptable.
- ii) If any Indian distributor exclusively distributes a foreign title, then the vendor must submit a letter from the publisher/ authorized exclusive distributor stating the exact price of the book along with the invoice of the authorized exclusive distributor as price proof.
- b) **In case of Indian publication:** If the book’s price is not printed, the vendor must submit the Publisher’s/ authorized distributor’s invoice copy/ Copy of Publisher’s website price as price proof. A sticker price will not at all be acceptable.
18. All the entries in the invoice should be typed/ handwritten neatly in the format acceptable to the library.
19. All the pages of the relevant documents must be signed and stamped by the vendor.
20. The publishers/ distributors/ vendors shall certify on the bill/ invoice that:
- a) Printed books are exempted from GST
- b) Exchange rates are charged as per RBI/ Nationalized bank exchange rate as on the billing date.
- c) Latest edition/ ordered edition of the books has been supplied, and “No Remaindered” titles have been supplied.
- d) “The prices charged in this invoice are the actual, current publisher’s prices as billed to us and are true and correct”.
21. The Library Advisory Committee reserves the right to extend the vendor’s tenure beyond more than two years, which depends only upon the satisfactory performance of the vendor as judged by the library advisory committee.
22. The Library Advisory Committee reserves the right to amend the terms and conditions for vendorship and recommend or reject any or all the book vendors, and the 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 provided.*
23. All matters of dispute will be subject to the legal jurisdiction of the courts of Goa.



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BOOKS DISCOUNT POLICY:

Publisher/ distributor/ vendor should offer a 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 shown below:

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 3 copies purchase	20%	25%
2.	3 copies and above purchase	22%	30%
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 price - (discount earned) + 5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regard)	

TERMS & CONDITIONS FOR PAYMENT:

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

Assistant Librarian,

Central Library,

Indian Institute of Technology Goa,

At Goa Engineering College Campus,

Farmagudi, Ponda, Goa – 403 401.

Email: library@iitgoa.ac.in



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ANNEXURE -II

APPLICATION FORM FOR ENROLLMENT AS A VENDOR FOR SUPPLY OF BOOKS TO CENTRAL LIBRARY, IIT GOA

To,

The Chairperson (Library Advisory Committee),

Central Library,

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 book supplier for the supply of books to Central Library IIT-Goa, please find my duly filled application form and registration 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 the 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.	Contact Information: i. Name of the Contact Person: ii Telephone No: iii Mobile No: iv Fax No: v E-mail: vi Website, if any:	
7.	Kind of proprietorship: a) Name and address of Director/ Managing Director/ Proprietor: b) If partnership, name and address of the partners:	
8.	Whether you are an Income Tax payee? If yes, please submit a copy of the income tax return filed for the last three consecutive years.	Yes/ No
9.	a) Your Permanent Account No. (PAN): b) GSTIN No.:	
10.	Bank details: 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 operating account: h) Type of account (Savings/Current):	



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11.	Are you a member of registered national/ state book sellers' 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, NITs, IIMs, etc. (Institute of National Importance) (Please mention no. of years):	
13.	Are you registered and currently dealing with a minimum of 4 libraries of institutes of national importance? like IITs, IISERs, NITs, IIMs, etc. (If "Yes", please attach relevant documentary proof during the preceding 5 years, i.e. Registration letter/ Purchase Or from the Head of the Institute/ Library) (List of institutes of national importance is available at MOE website https://www.education.gov.in/en/institutions-national-importance)	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 a direct account with at least 3 reputed foreign publishers for importing books through them? (If "Yes", please furnish documentary proof)	Yes/ No
16.	Can you procure books, including Govt. and Society publications, from abroad in 45 days against the specific order?	Yes/ No
17.	Annual Turnover of the firm for the last 3 financial years: 2021-22 2022-23 2023-24 (please attach an audited copy of the same)	
18.	Will you be able to supply books within (15) days for Indian publications and (45) days for foreign publications from the date of issue of order?	Yes/ No
19.	A self-undertaking stating that your firm/ proprietor has not been debarred/ blacklisted from doing business by any government organization/ university/ autonomous bodies in India during the last three years. Please furnish the above statement on a non-judicial stamp paper of Rs: 100 (One Hundred Only).	Yes/ No



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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 knowledge and belief.
2. I/We 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 the written permission of the Competent Authority.
3. Mr. _____ whose signature are given 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)

Checklist:

The attached documents must be arranged in the following order:

1. Demand Draft of Rs: 2000 in favour of “The Registrar, Indian Institute of Technology Goa”.
2. Duly filled application form with seal & signature.
3. ITR of last three consecutive financial years (i.e. 2021-22, 2022-23 & 2023-24).
4. Most recent authority letters issued by publishers stating you as a distributor/ dealer/ stockist/ exclusive/ preferred agent in the area of Science & Technology.
5. Copy of your registration letter stating that you are a member of registered national/ state book sellers' and publishers' association / other registered federations.
6. Reference letter of minimum 4 libraries identified under Institutions of National Importance like IITs, IISERs, NITs, IIMs, etc., where the applicant is currently registered.
7. Copy of import license.
8. Documentary proof of at least 3 reputed foreign publishers for importing books directly from them.
9. Audited copy of the firm's annual balance sheet for the last three financial years.
10. Self-undertaking raised on non-judicial stamp paper of Rs: 100.