
EXPRESSION OF INTEREST
FOR
EMPANELMENT OF VENDORS FOR SUPPLY OF PRINT BOOKS AND
PERIODICALS (PRINT + ONLINE) TO NID ASSAM

No.: NIDJ/2021-22/KMC/2594

Date:23/02/2022

NID, Assam invites EOI for empanelment of vendors/ suppliers/distributors for supply of Print Books & Periodicals (Print + Online) for 2022-23 & 2023-24. The vendors/ suppliers/distributors must apply in the prescribed format attached as Annexure to this document and submit it to “**The Head Librarian, National Institute of Design, Tocklai, Rajabari, Jorhat, Assam, 785014**”. This empanelment will be initially valid for a period of two years from the date of final approval of empaneled vendors list which may be extended mutually for another one year based upon the performance.

General information about the Notice

Last date and time for submission of application: 21.03.2022(2.00pm)

Date and Time of opening of applications: 21.03.2022(3.00pm)

Eligibility Criteria:

1. The vendor should be one of the members of the Federation of Publishers’ and Booksellers’ Association in India (FPBAI) or Assam State Booksellers’ and Publishers’ Association or other state Booksellers’ and Publishers’ Association / other registered federations. Document in support is required to be submitted.
2. Suppliers/ Vendors should be member of registered national/state book trade federations like AIBP, FPBA, ASBPA etc.
3. Minimum three references of libraries of organizations with whom you are already registered limited to: (e.g., NIDs, IITs, NITs, IIMs, IISc, IISERs, Central/State Universities)
4. Vendors should have Permanent Account Number (PAN) / Tax Deduction and Collection Account Number (TAN).
5. Income Tax Return for last five years is to be enclosed with the letter.
6. The minimum annual turnover of the vendor should be ₹ 50 lakhs for last five years.
7. Vendors must submit list of clients for the last three years with complete addresses.
8. The Publishers/Distributors/Vendor should submit a valid registration certificate of bookshop/office/firm.
9. The suppliers must submit an undertaking that they have not been debarred for participation in any PSU/Govt. tenders in India.
10. Vendors must submit bank details on letter head along with cancelled cheque. The Firms must have valid PAN and GST registration etc. in India or any regulatory requirement in this region along with the address proof.
11. Vendor must submit declaration of authorized signatory of the firm.

ANNEXURE I

GENERAL TERMS AND CONDITIONS FOR THE SUPPLY OF PRINT BOOKS AND PERIODICALS (PRINT + ONLINE)

1. Interested vendors/distributors/suppliers should send the application signed by an authorized signatory of the vendor(s) bearing his/ her full name & designation along with the official seal of the firm.
2. Incomplete and conditional applications will not be considered.
3. At any given point of time, if any of the documents furnished by the vendors/suppliers is found to be incorrect, it would be deemed to be a breach of terms of contract thus, making the concerned vendor/supplier/firm liable for legal action, besides termination of empanelment.
4. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the Institution in this regard, which, the applicant is liable to be blacklisted by the Institute.
5. The applications received will be scrutinized and shortlisted for empanelment by the institute. The details of short-listed vendors will be informed through email only for further procedure as required.
6. The short-listed vendor(s)/distributor(s)/ supplier(s) etc. for empanelment are required to agree to supply as per the “**Terms and Conditions**” of NID, Assam.
7. The hardcopy of EOI application with all supporting documents (duly signed & numbered) must reach the undersigned by 21.03.2022 (2.00pm).
8. The registration as “Supplier/ Vendor” does not ensure placing of orders for books. This will depend upon the requirement of the Institute library / KMC & availability / confirmation of supply by the vendor as and when requested by library.
9. **Packing:** The books shall be **properly packed and delivered** at the supplier’s expenses & risk. Damaged books will not be accepted.
10. The supply of books will be at the risk of the firm till its acceptance by the institute.
11. Quoting unrealistic rates concerning the available and applicable catalogue/market prices when calling proposals will be treated as disqualification and lead to cancellation of empanelment.
12. **Delivery:** Books shall be delivered to the following address without any additional cost:

**Knowledge Management Centre
National Institute of Design Assam,
Rajabari, Jorhat 785014, Assam**

13. The Library Committee, NID Assam **reserves the right to place/cancel/split the order** amongst various suppliers without assigning any reason thereof.
14. **Bills:** Pre-Receipt bill(s) are to be submitted in duplicate (2 copies). **Revenue stamp should be affixed** on the original bill duly signed by the authorized signatory.
15. The copies of the bills are to be addressed and forwarded to:

Head Librarian
Knowledge Management Centre
National Institute of Design
Rajabari, Jorhat 785014, Assam

16. Conversion rate in case of prices quoted in foreign currencies, is applicable on the date of Invoice i.e. actual date of sending the consignment.
17. The Library Committee reserves the right to extend the tenure of the vendor on same terms and conditions, beyond the FY 2023-24 but not more than one year depending upon the satisfactory performance of the vendor as judged by the Library committee and mutual consent.
18. The Library Committee reserves the right to amend the terms and conditions for vendor ship, recommend or reject any or all the book vendors and the same is binding on the vendors. *The decision of the Library Committee will be final in all cases.*
19. All matters of dispute will be subject to the legal jurisdiction of the courts at Jorhat (Assam).
20. Any communication should be addressed to

Head Librarian,
Knowledge Management Centre
National Institute of Design
Rajabari, Jorhat 785014, Assam

ANNEXURE II

Important Terms and Conditions for the supply of print books

1. The vendor should supply the ordered books within **45 days** for Indian books and **60 days for foreign books** from the date of issue of order, failing which shall lead to cancellation of the order.
2. **Payment:** All the payment will be made in Indian Rupees (INR). 100% payment will be released after the supply and acceptance of books by the institute in good condition. The vendor will have to submit the bills of foreign books after conversion in INR.
3. **Discount:** The vendor should offer maximum discount on published/printed price for all books in English/ Hindi/other languages of Indian or foreign origin with a minimum of **20% flat discount**.
4. The copyright year OR year of the new edition/reprint/impression of the book will be the base for the calculation of the publishing year.
5. Unless otherwise specified, only the latest edition of the publication will be accepted. The paperback edition would only be supplied along with a certificate stating that “No latest edition for the book(s) [mention title(s)] is/are available.”
6. Unless otherwise specified, the Indian/paperback edition of a title should be supplied, if available.
7. The publication supplied must be new and in good condition without any defects/damage.
8. Enquiry for the procurement of Books will be through email only.
9. **The bills should quote the following:**
 - i. *The price has been correctly charged in accordance with the publisher’s invoice/printed price.*
 - ii. *The latest edition/ordered edition of the books have been supplied. No “Remaindered” title is supplied.*
 - iii. *Ref. No & Date/ ISBN/ Author/ Title/ Publisher/ Currency/ Qty/ Price/ Gross/ Dis. (%) / Net Amount.*
10. 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 the publisher’s invoice copy of the book as a price proof.
 - b) If a foreign title is exclusively distributed by any Indian distributor, then the 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.
 - ii. **In case of Indian title:** If the price of the book is not printed, then the vendor must submit the **publisher’s/authorized distributor’s invoice copy**, as price proof. Publisher’s catalogue is generally not accepted as price proof.
11. In case of foreign edition, a certificate would be required from the Supplier that “Indian reprint/edition is not published” for the title (Mentioned name of title).

**National Institute of Design, Assam
Rajabari, Jorhat, 785014, Assam, India**

ANNEXURE-III

REGISTRATION FORM FOR SUPPLY OF PRINT BOOKS **(to be submitted on Firm/ company/vendor's/ applicant's letterhead)**

I/We.....the proprietor(s) others (Please specify)..... of the firm / company submit the following particulars of the firm for registration as books suppliers to NID Assam.

S/N			Particulars with signature	Page No
1	Details of the Supplier/Vendor/ Firm:	Full Name		
		Address		
		Email		
		Contact No		
		Website		
2	Nature of Business	Bookseller		
		Suppliers		
		Vendors		
		If others (Please specify)		
3	Type of Establishment	Proprietary		
		Ltd. Company		
		If others (Please specify)		
4	Date of Establishment			
5	Details of the proprietor	Full Name		
		Address		
		Email		
		Contact No		
		Website		
6	Book Seller Association Membership of last 5 years		Yes/No	

7	50 Lakhs turn over during the last 5 years	Yes/No	
8	Financial Turnover (Per Anum):	Yes/No	
9	Bank details (to be submitted in attached format)	Bank Name	Yes/No
		Branch address	
		IFSC Code	
		Account Number	
10	PAN Details	number	
		PAN holder name	
11	GST Details	number	
12	TAN Details		
13	TIN Details		
14	Copy of IT return submitted		
15	Copy of Trade Licence		
16	Are you registered member of GOC (Good Office Committee)?	Yes/No	
17	List of publishers represented by the firm, if the firm is a distributor.	Yes/No	
18	List of universities and research institutions which are regular clients of the firm.	Yes/No	
19	Acceptance of terms and conditions prescribed by the Institute, signed by the proprietor of the firm.	Yes/No	

I/ We confirm the acceptance of all the condition laid down by National Institute of Design, Assam authority for registration as library Book supplier. The supporting documents for the above-mentioned data has been attached.

Place:

Date:

Authorised Signatory with Seal

ANNEXURE IV

UNDERTAKING FOR SUPPLY OF THE BOOKS

I/ we undertake that:

1. I/We shall participate actively in the supply of the books to NID Assam.
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for the registration and supply of books to National Institute of Design, Assam (NID, Assam) and agreed to supply books to the Institute.
4. I/ We shall be liable to action as deemed fit by the Institute for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

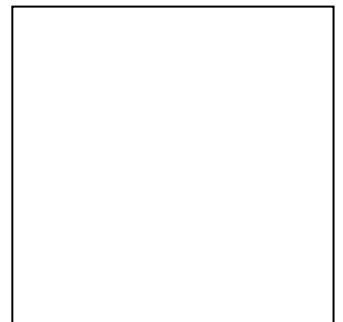
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Name:

Date:

Place:

Seal



ANNEXURE V

Important Terms and Conditions for the supply of periodicals (print+ online)

1. The bidder should be a journal seller/ distributor/ vendor/ dealer/ executive/ preferred agent of the publishers. Please submit the currently authorized letters issued by the representative publishers.
2. In the event of suppliers/ distributors not being a publisher, they would provide a list of publishers to whom they represent.
3. **Payment:** All the payment will be made in Indian rupees. 30 % payment will be released in advance. However, the rest 70 % payment will be released in the mid of the year only after receiving 50% of the total numbers of periodicals ordered.
4. **Discount:** The vendor should offer discounts/concessional rates offered by the publisher, if any, and as admissible must be included in the proposal(s).
5. Any special offers provided by the publisher(S), such as access to e-journals against the print journal subscription, must also be included in the proposal(s).
6. The empanelled agencies must submit the authorization letter indicating exclusive/sole/preferred/authorized subscription agent/ dealer from the publisher(s).
7. Missing issues/ Non-supplied journals and their refund thereof
 - NID Assam shall as usual claim issues from the empanelled agent(s) where supplies are to be arranged directly from the publisher(s).
 - The empanelled agencies will be entirely responsible for the refund of the subscription amount for non-supplied journal issues. The refund time may be extended if any confirmation is received from the publisher regarding the delay in publishing/ supply.
8. **Security Deposit:** The periodical subscription vendor/ supplier/ seller/agent/distributor has to deposit the security money of **20,000.00(Rupees Twenty Thousand) only** in the form of Demand Draft in favour of Director, National Institute of Design, Assam. The security deposit will be returned at the time of withdrawing membership from the empanelment list of National Institute of Design, Assam or the security deposit will be refundable after completion of the tenure. No interest will be paid.
9. **The bill should have quoted the following:**
 - *Ref. No & Date/ ISSN/ Title/ Publisher/ Currency/ Qty/ Price/ Gross/ Dis. (%) / Net Amount.*

National Institute of Design, Assam
Rajabari, Jorhat, 785014, Assam, India

ANNEXURE-VI

REGISTRATION FORM FOR SUPPLY OF PERIODICAL(PRINT+ONLINE) **(to be submitted on Firm/ company/vendor's/ applicant's letterhead)**

I/We.....the proprietor(s) others (Please specify)..... of the firm / company submit the following particulars of the firm for registration as periodical suppliers to NID Assam.

S/N			Particulars with signature	Page No
1	Details of the Supplier/Vendor/ Firm:	Full Name		
		Address		
		Email		
		Contact No		
		Website		
2	Nature of Business	Bookseller		
		Suppliers		
		Vendors		
		If others (Please specify)		
3	Type of Establishment	Proprietary		
		Ltd. Company		
		If others (Please specify)		
4	Date of Establishment			
5	Details of the proprietor	Full Name		
		Address		
		Email		
		Contact No		
		Website		
6	Book Seller Association Membership of last 5 years	Yes/No		

7	50 Lakhs turn over during the last 5 years	Yes/No	
8	Financial Turnover (Per Annum):	Yes/No	
9	Bank details (to be submitted in attached format)	Bank Name	Yes/No
		Branch address	
		IFSC Code	
		Account Number	
10	PAN Details	number	
		PAN holder name	
11	GST Details	number	
12	TAN number		
13	TIN number		
14	Service Tax No		
15	Copy of IT return submitted		
16	Copy of Trade Licence		
17	Are you registered member of GOC (Good Office Committee)?	Yes/No	
18	List of publishers represented by the firm, if the firm is a distributor.	Yes/No	
19	List of universities and research institutions which are regular clients of the firm.	Yes/No	
20	Acceptance of terms and conditions prescribed by the Institute, signed by the proprietor of the firm.	Yes/No	

I/ We confirm the acceptance of all the condition laid down by National Institute of Design, Assam authority for registration as Periodical (Print+ Online) supplier. The supporting documents for the above-mentioned data has been attached.

Place:

Date:

Authorised Signatory with Seal

ANNEXURE VII

UNDERTAKING FOR SUPPLY OF PERIODICAL(PRINT+ONLINE)

I/ we undertake that:

1. I/We shall participate actively in the supply of the periodicals (Print+ Online) to NID Assam.
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for the registration and supply of periodicals to National Institute of Design, Assam (NID, Assam) and agreed to supply periodicals to the Institute.
4. I/ We shall be liable to action as deemed fit by the Institute for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

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Name:

Date:

Place:

Seal

