



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी  
कारैक्काल- 609 609  
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY  
Karaikal – 609 609

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**CENTRAL LIBRARY**

**APPROVED VENDORSHIP REGISTRATION FOR SUPPLY OF BOOKS, AND OTHER  
DOCUMENTS TO NIT PUDUCHERRY**

NITPY/LIB/Vendorship/2019/03

Dated: 02.04.2019

National Institute of Technology Puducherry invites sealed Quotations for “Vendorship Registration” for the supply of books and other documents such as CDs/DVDs/Audio-Visual Materials on prescribed format from the reputed vendors/distributors to the Central Library, NIT Puducherry. This Vendorship will be valid for Two years. Interested vendors may send the completed application form along with the requisite documents to “**The Director, Kind attn: Chairperson –Library Committee, National Institute of Technology, Thiruvettakudy, Karaikal – 609 609, Puducherry (U.T.)**”.

**Last Date for Submission of Tenders : 30<sup>th</sup> April 2019, 3.00 P.M.**  
**Date of opening of Tenders : 30<sup>th</sup> April 2019, 4.00 P.M.**

The envelope should be superscribed as given below:

**“QUOTATION AGAINST NITPY, CENTRAL LIBRARY APPROVED VENDORSHIP REGISTRATION”**

**To**

**The Registrar,**

**National Institute of Technology Puducherry,**

**Thiruvettakudy, Karaikal – 609 609,**

**Puducherry (U.T.).**

**Kind attention to: Chairperson –Library Committee, NIT Puducherry.**

**Quotations should be submitted in the format given below:**

Description of Vendor/Supplier/Publisher Name, Address & e-mail ID / Contact Phone, Mobile details		Description of Document Type	% Of Discount offered	
			Foreign Publications	Indian Publications
<b>Name of the Vendor/Supplier/Publisher</b>		Textbooks		
<b>Address</b>		Reference/Research Publications		
<b>Email ID</b>		Encyclopedias, Handbooks, Manuals, Dictionaries, Directories etc.		
<b>Phone /Mobile Nos.</b>		Government/Academic /Institutions/Society Publications		
<b>PAN No.</b>		Swami's Publications		
Any Other Information:		General Publications [meant for Competitive Exam Guides, Objective type Q&A, GK etc.]		
		Hindi Publications		
		CD/DVDs		

## APPROVED VENDORSHIP REGISTRATION

### PROFILE/APPLICATION FORM

1. Name of the Firm :
2. Address of Head Office & Branches with :

Telephone No :  
Fax No :  
E-mail :  
Web site, if any :

3. Kind of Proprietorship :

Name and address of Directors / Managing Directors / Proprietor:

If partnership, name and address of partners: [YES/NO]

4. Are you a member of Good Offices Committee (GOC)? If so, attach a copy of the membership. [YES/NO]
5. Are you a member of any other State / National Association of Books suppliers? If so, attach a copy of the membership. [YES/NO]
6. Are you a distributor/dealer/stockiest/exclusive/preferred agent? If so, please submit the authority letters issued by the publishers along with the details of Distributor/ Dealership/ stockiest /exclusive/preferred agents. [YES/NO]
7. Minimum six (6) 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.)
8. Details of the annual turnover of the firm for the last three consecutive years with documentary evidence.
9. Please provide an affidavit on a non-judicial stamp paper of Rs.50.00, by vendors for not having black-listed for minimum three (3) years by any of the Institutes or Universities or Government organizations in India.

**Signature with Office Seal**

# **Terms and Conditions**

## **1. Eligibility**

Quotation from Authorized Indian Publishers/Suppliers/Distributors/Vendors for the supply of Books and other printed documents to the Central Library of NIT Puducherry alone will be considered. Incomplete and late Quotations are liable to be rejected summarily.

## **2. General**

The Director, NIT Puducherry 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 /arbitration. NIT Puducherry does not bind itself to add in approved list of vendors or to place the purchase order to any of the vendor.

## **3. Security Deposit**

Qualified vendors shall submit a security deposit amount (EMD)of **Rs.15,000/-** (Rs. Fifteen thousand only) vide **Demand Draft, in favor the “ Director, National Institute of Technology Puducherry”** Payable at Karaikal, within TEN (10) days of confirming vendor empanelment.

The above security deposit will be refunded to the vendors only on successful completion of the duration of empanelment i.e., **two years** from the date of commencement of empanelment.

## **4. Enquiry on availability of Books**

The Central Library may place an enquiry with empanelled vendors for the required titles and number of copies of each thereof, by email. Within five (5) days of receipt of the enquiry email, the vendors having books in their ready stock have to respond quoting available titles with number of copies and unit price, by reply e-mail only.

## **5. Purchase Orders**

Supply of books has to be made strictly against the Purchase Orders. Acknowledgement receipt of purchase order will be taken as acceptance, preferably by e-mail. Any clarification / query regarding the purchase order should be sought from the librarian or library (i/c) within five (5) days of receipt of the firm supply order.

## **6. Supply**

The supply should be free of freight charges and damaged books will not be accepted. If the supply is made through Railway Parcel / Registered Post or parcel or courier, the charges will be borne by the supplier. Books sent via V.P.P. will not be accepted. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price. If a vendor is unable to supply books from confirmed PO's within the timeframe, no further orders will be placed and the firm will be black-listed for a particular time period. The security deposit will not be refunded and treated as punishment.

## **7. Timeframe for supply, and cancellations**

The vendor should supply the ordered books within (30) days for Indian books and (45) days for foreign books from the date of issue of order. A maximum of ten days (for Indian books) and fifteen days (for foreign books) extension limits may be allowed at the discretion of the Assistant Librarian and Chairperson Library Committee respectively only under extraordinary situations. All the books must be supplied within the mentioned period, failing which, the order will automatically stand cancelled and no supply will be accepted against the orders after the expiry of the period.

## **8. Edition specifications**

Only the original, latest and economic editions of books must be supplied, unless specified otherwise. By default, Indian editions of books should be supplied if available. If not, clarification / permission should be sought, preferably by email, from the Central Library, for supplying available editions.

## **9. Invoicing procedure**

One invoice should be raised against one purchase order. Pre-receipted invoice for each supply order is to be submitted in triplicate (3 copies) addressed to The Director, NIT Puducherry, Karaikal - 609609.

## **10. Undertaking:**

Every invoice should certify that the prices charged are as per the publisher's invoice and latest catalogue, only the latest editions are supplied, the books supplied against the orders have been checked for defects of all kinds and condition of accompanying material viz., CDs etc. and if any defects are detected later, the defective books will be replaced by us free of cost, at the destination of supply.

## **11. Mandatory enclosures with invoice**

A copy of publisher's invoice as a price proof without any manipulation is mandatory with latest RBI / GOC conversion rate intimation letter. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

## **12. Discount**

Based on practical and realistic percentage of discount quoted by the bidders; evaluated and finalized by the institute's competent authorities shall remain in force during the currency of empanelment. It may be specifically noted that no changes in the accepted rates shall be allowed during currency of empanelment. Discount will be fixed on the basis of technically qualified bidders' quote.

## **13. Conversion Rates**

The prices in the invoice should be indicated in original currency. Reserve Bank of India (RBI) / GOC currency conversion rates as applicable on the date of the purchase order should only be followed, and should also be clearly indicated on the invoice.

#### **14. Termination of registration and delisting from the panel**

A vendor's registration may be terminated / dropped / black-listed from the list of registered suppliers at the occurrence of any of the following event:

1. If the vendor fails to deliver even, at least 75% of the supply (in terms of number of titles) during the year.
2. In case of breach of any terms of agreement, or unsatisfactory / inefficient working on the part of the vendor, if at any time, found that the information provided by the vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

In such case(s), the institute will be at liberty to cancel the registration without giving any prior notice to the vendor, and the Institute reserves the right to forfeit the security deposit, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.

#### **15. Payment**

100% payment will be released after supply and acceptance of books by the institute in good condition.

#### **16. Other Terms**

1. NIT Puducherry reserves the right to modify the terms and conditions of contract at any time during the contract at its sole discretion and without assigning any reason
2. NIT Puducherry reserves the right to cancel the contract at any time, without assigning any reason and shall not be responsible for any loss or damage incurred by the supplier due to such cancellation. However, all pending bills will be settled as early as possible.
3. NIT Puducherry reserves the right to cancel the call for quotation, or extend the last date without assigning any reason or with or without notice and shall not be responsible for any loss or damage caused for any party.
4. The publications, which cannot be supplied at our approved rates and terms, should be referred to us for our approval for the higher rates otherwise the books will be accepted at our approved rates.
5. The NIT Puducherry reserves the right to extend the tenure of the vendor beyond more than two years which depends only upon the satisfactory performance of the vendor as judged by the library committee.

#### **17. Jurisdiction of court of Law**

Any Legal disputes that may arise out of the Vendor Registration and Empanelment shall be subject to the jurisdiction of a court in Karaikal, Puducherry (U.T).

### **18. Liquidated Damages/Penalty**

In the case of failure of the vendor in performance of the services to the satisfaction of the institution, the institution reserves the right to levy liquidated damages to the maximum of ten percent.

### **19. Enclosures Check List**

The Copy of PAN Card, GST Registration Certificate, Copy of Trade Association's Membership, Copy of Last three years balance sheet, Testimonials from institute like IIT's, IISER, IISc, NITs, Central Universities etc. and Copies of Certificate / letters from the publishers are to be enclosed along with bid.

### **20. For further details kindly contact:**

Chairperson –Library Committee,  
NIT Puducherry, Thiruvettakudy, Karaikal – 609609,  
Puducherry (U.T.)

(NB: Any change in the date, time and venue of the opening will be informed to the parties quoted through telephone. So please mention your telephone number on the cover.)

### **Declaration:**

**I/We shall abide by the terms and conditions of National Institute of Technology Puducherry as mentioned in the document. The data provided in the technical and financial bid is true.**

**Signature of Partners/Proprietors.**

**Date (with Firm's Seal):**