

NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL (TS)
CENTRAL LIBRARY

No. NITW/CenLIB/2021-22/1092

Date : 09-04-2001

Sub : Empanelment of Vendors Supply of Books (Print), e-Books, Journals (Print) and e-Journals to NITW Central Library for the financial years 2021-2022 and 2022-2023.

National Institute of Technology, Warangal (TS) invites an open offer of interest for "Empanelment of Vendors for the Supply of Books (Print), e-Books, Journals (Print) and e-Journals" to NITW Central Library in the prescribed format from reputed vendors/distributors/publishers/book supplies. Interested Indian vendors/distributors/publishers/book supplies may submit the application with requisite documents to **"The Director, (Attn: The Librarian), National Institute of Technology, Warangal – 506004 (TS)"**. Last date for submission of Application on or before **10-05-2021(5.00 p.m.)** in the prescribed attached format. Instruction for applications, and application proforma are as follows :

Instructions for application

Interested vendors/distributors/publishers/book supplies should submit the application form in the sealed envelopes super scribing – **"Application for Empanelment for Supply of Books"**.

1. The library shall maintain a list of 'approved panel of book suppliers' consisting of book sellers, distributors, publishers and their agents in India by inviting them to register themselves with the central library in the prescribed format (Annexure) along with a non-refundable Registration Fee of Rs 5,000/- (Rupees five Thousand only) by means of a Demand Draft drawn in favour of "Director, NITW" payable at "Warangal"
2. The number of firms to be empanelled will be decided based on the number of applications received by the library. The final list shall be put up to the LAC / Director for approval after preliminary consultation with the Finance & Accounts section. The Library Advisory Committee reserves the right to recommend or reject any or all the book suppliers/subscription agencies.
3. The book supplier should be a registered firm for doing the said business with a permanent address in India. The supplier should provide a copy of the registration along with the Bank details and PAN number, etc.
4. This empanelment shall be valid initially for two years from the date of final approval of empanelment of list of approved suppliers, and it may be further

extended for one more year if necessary with the same agreed rates, discount offered, terms & conditions, at the discretion of the LAC and Librarian. All the approved book suppliers shall agree to supply books and journals as per the library's standard "Terms & Conditions for Supply of Books".

5. The book suppliers should be willing to give maximum discount on the published price for all books of Indian and foreign origin. Only Government / Learned Society publications shall be allowed to be purchased by the library without any discount.
6. At any given point of time, if the documents furnished by the book suppliers or subscription agencies are 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.
7. In case a supplier fails to fulfill the supply of books to the library three times consecutively, the supplier shall be blacklisted and no further orders will be place with the firm. Also, if the supplier is involved in unfair practices, forgery, misinformation or cheating, the firm shall be blacklisted and debarred from doing business with the institute.
8. Incomplete and conditional applications will not be considered.
9. At any given point of time, if any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed to be a reach of terms of the contract, making the form concerned liable for legal action besides termination of empanelment.
10. Strict discipline is expected to be maintained with respect to the application for empanelment. No canvassing or repeated communication should be made with the library. Incase failing to maintain this discipline, the application are liable to be black-listed by the institute.
11. The application(s) received after the due date and time will not be considered.
12. The applications will be scrutinized and shortlisted for empanelment by the Library committee. The shortlisted vendors will be informed by e-mail and/or by post.
13. The short listed vendors for empanelment are required to agree to supply as per the Institute's "Terms & Conditions".
14. NIT Warangal reserves the right to modify the terms and conditions of the contact at any time during the contract at its sole discretion and without assigning any reason.
15. NIT Warangal 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.

ANNEXURE

NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL (TS) CENTRAL LIBRARY

Vendor Registration form - Supply of Books (Print), e-Books, Journals (Print) and e-Journals to NITW Central Library

1.	Name & Address of the firm/agent	
2.	Tele. No. Mobile No. e-mail:	
3.	Years of Experience in supplying books to libraries	
4.	Are you a member of the FPBAI? (please attach a copy of your registration)	
5.	Are you a dealer/distributor/ stockist/exclusive agent of any publishers? If so, please submit copies of authorization letters	
6.	a) Permanent account No (PAN) b) Service Tax No/GST No c) Udyam Registration Certificate No. (Under MSME Scheme)	
7.	a) Bankers Name & address b) Bank A/C No. c) Name of the Account holder d) RTGS/NEFT Nos.	
8	Are you a regular supplier of books to libraries of public funded institutes like IITs, NITs, IIMs, IISERs, IISc, Central Universities, etc.? (please enclose copy of PO/WO/ empanelment order/ relevant documentary evidence)	
9	Do you have a direct import license? (Please attach documentary proof)	

10	Do you have an account with foreign publishers to directly import books? (please provide documentary proof)	
11	Annual turnover (in Rs Lakhs) for the last three years. Copies of audited statement of accounts, IT Returns for the last 3 f/years to be enclosed.	
13	Will you be able to supply books within one months of the order date?	

DECLARATIONS

I/We (Name of the partners/ proprietors) do hereby declare that the entries made in this application from are true to the best of my/our knowledge and that I/We shall be bound by the acts of the duly constituted authority. I/We also undertake the responsibility to communicate all subsequent changes in the constitution of working of the firms, affecting the accuracy of the facts stated above. I/We also agree to the terms and conditions for supply of the books to NIT Warangal Library. The signature of the authorized representative of the form is given below:

Place :

Signature :

Date :

Name :

Designation :