



**Advertisement for Empanelment of Vendors for Supply of Books to
IIT Bhagalpur Library**

Date: 11/01/2020

Advertisement No: IITBH/ADVT/2019-20/04

Ref No.: IITBH/Lib/2020/04

IIT Bhagalpur invites applications for “Vendor Empanelment” in prescribed format from the reputed Publishers/Distributors as an authorized vendor for supply of books to IIT Bhagalpur.

Terms & Conditions for Books Supply:

1. Vendors should have a Permanent Account Number (PAN) and GST Number.
2. Atleast 3 Purchase Order of book supply to the libraries of IITs, NITs, IIITs.
3. The vendor should be a member of the Federation of Publishers’ and Booksellers’ Association in India (FPBAI) / other similar registered federations.
4. The vendor should supply the ordered books within **30 days**. A maximum extension of **10 days** may be allowed at the discretion of the competent authority of the institute under extra ordinary 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 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 be acceptable.
12. Institute 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. The vendor must submit the following price proof, duly certified and stamped in support of the price charged:



- **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.
 - **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.
15. All the entries in the invoice should be typed in the format acceptable to the Institute.
 16. All the page of the relevant documents must be signed and stamped by the vendor.
 17. The Institute reserves the right to amend the terms and conditions for the vendor ship, recommend or reject any or all the book vendors and same is binding on the vendors as well.

The decision of the Institute will be final in all cases and no explanation will be needed.

18. All matters of dispute will be subject to the legal jurisdiction of the courts of Bhagalpur.
19. All invoices should clearly mention the following:
 - 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 Remaindered" titles have been supplied.
 - The price has been correctly charged in accordance with Publisher's/authorized distributor's invoice price/Publisher's website price.
20. The Distributor of the respective publisher has to submit authorization letters from publishers for Quoting maximum discount for supply of Text/Reference books at IIIT Bhagalpur.
21. In case, books are to be supplied by the publisher then authorization letter is not required.

Books Discount Policy:

1. Vendor should offer a maximum discount in percentage on published/printed price for Text Books/Reference Books in English/Hindi.

Payment Terms & Conditions:

1. 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.
2. 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.
3. Invoices in triplicate should be sent along with necessary documents viz. publisher price proofs, bank exchange rate certificates duly signed & stamped to the below address:



भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर
Indian Institute of Information Technology Bhagalpur
(An Institute of National Importance, under MHRD Govt. of India)
BCE Campus, Bhagalpur-813210, India

Registrar (I/C)
Indian Institute of Information Technology Bhagalpur,
BCE Campus, Sabour, Bhagalpur, Bihar-813210.
Email: director@iiitbh.ac.in

The application proforma with detailed guidelines may be downloaded from institute's website (<https://www.iiitbh.ac.in/>). The duly filled application form along with necessary documents and registration fees must reach the “**Registrar (I/C), Indian Institute of Information Technology Bhagalpur**”.

1.	Registration fees (Non-refundable)	Demand Draft of Rs. 1000.00 from any Nationalized Bank in favor of “ IIIT Bhagalpur ” payable at Bhagalpur .
2.	Last date and time of receiving applications	03rd February, 2020 by 3:30 PM through Speed/Registered post in a sealed envelope.
3.	Address for sending the applications	Registrar (I/C) Indian Institute of Information Technology Bhagalpur, BCE Campus, Sabour, Bhagalpur, Bihar-813210. Email: director@iiitbh.ac.in
4.	Envelopes of applications should be super scribed	Applications shall be submitted by super scribing on the envelope: “ Application for Vendor Empanelment as Books Supplier ”



Application form for empanelment as book supplier

To,

**The Registrar
Indian Institute of Information Technology Bhagalpur,
BCE Campus,
Sabour, Bhagalpur, Bihar-813210.**

Sir,

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

1.	(a) Advertisement No. and Date: (b) Reference Number:
2.	Do you agree to supply books on the terms and conditions mentioned in this advertisement on IIIT Bhagalpur website (https://www.iiitbh.ac.in/)? Yes/ No
3.	<u>Details of Demand Draft:</u> i. Demand Draft No ii Date of issue: iii Issuing Bank: iv. Payable at:
4.	Name of the Firm:
5.	Postal address of the Head office of the firm:
6.	<u>Contact Information:</u> i. Name of the Contact Person: ii Telephone No: iii Mobile No: iv Fax No.: v E-mail: vi Website, if any:



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7.	<u>Details of the Firm:</u> a) Proprietorship/ Partnership/ Company b) Name and address of Proprietor/ Partner Director/ Managing Director	
8.	Whether you are Income Tax payee? If yes, please submit a copy of income tax return filed for last three consecutive years.	Yes/ No
9.	a) Your Permanent Account No.(PAN): b) GSTIN No.:	
10.	<u>Bank details:</u> a) Name of the Bank: b) Address: c) Bank Account No.: d) Name of the Accountholder: e) IFSC code: f) MICR code: g) Type of account(Savings/Current):	
11.	Are you a member of Federation of Publishers' and Booksellers' Association of India (FPBAI)/ Other similar 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, NITs, IIITs(Please mention no. of years):	
13.	Have you attached 3 Purchase Orders of book supply to the libraries of IITs, NITs, IIITs?	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 reputed foreign publishers for importing books through them? (If "Yes", please furnish documentary proof)	Yes/ No
16.	Annual Turnover of the firm for last 3 financial years: 2016-17 2017-18 2018-19 (please attach an audited copy of the same)	



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17.	Will you be able to supply books within a period of 30 days?	Yes/ No
18.	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
19.	Mention the percentage of maximum discount offered against the purchase of Text books/Reference Books.	



Declarations:

I/We(publisher/ Distributor) do hereby declare that the entries made in this application form are true to the best of my knowledge and belief.

1. I/We also hereby declare that all matters related to IIIT Bhagalpur shall be treated as confidential and no information shall be passed onto any person without written permission of the Competent Authority.
2. 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 of Publisher/Distributor

Date:

(Seal of the firm)

Check list:

The attached documents must be arranged in the following order:

1. Registration fees: Demand Draft of Rs:1000in favor of Indian Institute of Information Technology Bhagalpur, payable at Bhagalpur.
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)/ Other similar registered federations.
5. 3 Purchase Orders of book supply to the libraries of IITs, NITs, IIITs.
6. Copy of import license.
7. Documentary proof of 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.