



☎ : +91-343-2547377
-5230/5221 (Extn.)
Fax : (0343) 2547375
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Website: www.nitdgp.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA


Ref. No.: NITD/Lib/Empanelment of Vendor/2024-25/01

Date: 16-04-2025

Empanelment of Vendor for Supply of Print Books to Institute Library

Applications are invited from reputed Distributors / Vendors to seek empanelment as authorized vendors for supply of books to Central Library for the period of three financial years “2025-2028” and may be extended for two more years. Prescribed application form along with the copy of term and conditions may be downloaded from the e-Publishing Portal and Institute’s website: <https://www.nitdgp.ac.in> .

Interested Booksellers / Vendors / Suppliers / Agents / Distributors may respond in the prescribed format given in this document, along with one copy of the requisite documents through Speed Post/ Registered Post. The Envelop should be marked with “Application for Empanelment of Vendor for Supply of Printed Books”. The duly filled application form along with necessary documents and fees may be submitted on or before 06.05.2025 by 1:00 PM.


Joint Registrar Procurement
National Institute of Technology Durgapur,
Durgapur, West Bengal- 713209



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ELIGIBILITY CRITERIA FOR EMPANELMENT:

NIT Durgapur invites applications from reputed booksellers/ vendors/ suppliers/ agents/ distributors to seek empanelment as authorized vendor for supply of print books to our Central Library for the period of 03 financial years 2025-2028 and it may also be extended for two more years after the fulfillment of eligibility criteria as mentioned below:

- The vendor should be a registered member of national level trade federations like FPBAI. Copy of Registration certificate must be enclosed with the proposal.
- The vendor should submit Permanent Account No (PAN) issued by the Income Tax Department, Registration Certificate in case of company or Partnership Deed in case of Partnership Firm/LLP.
- The booksellers/ vendors/ suppliers/ agents/ distributors must submit their license of Import/Export Code (IEC) certificate issued by Ministry of Commerce, GOI with the proposal.
- The vendor should have satisfactorily supplied books to any 10 Government Universities-Central/State or Institutes of National Importance in last three financial years (satisfactory supply certificates along with relevant order copies should be attached).
- The booksellers/ vendors/ suppliers/ agents/ distributors should have a minimum average annual turnover of Rs. 300 Lakhs in the last three (3) consecutive financial years; starting from 2021-22 (C.A. Certificate should be attached).
- The vendor should have to enclose a single highest value order for supply of print books to any Central/State Government University or Institute of National Importance along with Satisfactory Supply Certificate for particular order in last three financial years (Order copy and satisfactory supply certificate should be attached).
- The vendor should enclose ITRs for last 3 Assessment years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.
- The vendor should be a distributor/dealer/stockiest/executive/preferred agent of the publishers. The authority letters issued by the publishers should be enclosed.
- The vendor is required to submit a DD of Rs. 3,000/- (non-refundable) as registration fees in the Favor of “National Institute of Technology Durgapur” Payable at Durgapur.



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- The vendor should also enclose a DD for Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of earnest money in favor of “**National Institute of Technology Durgapur**” Payable at Durgapur. The earnest money will be returned after completion of bid process. Earnest Money will not entail any interest.
- The empaneled vendors have to submit a security deposit of Rs. 2,00,000/- (Rs. Two Lakh Only) in form of DD in favor of “**National Institute of Technology Durgapur**” Payable at Durgapur or a Bank Guarantee which will be returned after satisfactory completion of the period of books supply and expiry of the tenure. The security deposit would be forfeited if the empaneled bidder(s) fail to supply the ordered books satisfactorily. The security Deposit will not entail any interest.
- The minimum discount rate shall be **25% for all types of books** except Govt./NGO/ Institution /Society books which will be supplied at 5% discount
- In case of foreign publication, Reserve Bank of India (RBI) conversion rate will be applicable of the date of billing.
- The vendor should not be ever been debarred / blacklisted for doing business from any Government Organization. Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred only).
- The institute is not bound to accept all the qualified bidders and reserves the right to accept or reject any or all the proposals without assigning any reasons thereof. The acceptance of the qualified bidders rests with the institute on its selection criteria. **On the basis of single highest value order in last three Financial Year, up to 5 vendors will be selected.** Decision of the Director of the institute on any dispute related to selection of vendor for supply of books shall be final and binding.
- Partial supply of the order will not be entertained.
- The vendors need to supply all the ordered books on time.
- The Institute has right to cancel the order/ terminate the vendor at any point of time if performance and terms and conditions is not satisfactory.



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(APPLICATION FORM FOR EMPANELMENT AS BOOK VENDORS)

To,
The Registrar I/C
National Institute of Technology Durgapur
Durgapur, West Bengal- 713209

Sir,

In response to your advertisement for registration and empanelment of vendors for supply of books to your institute, please find my /our duly filled application form along with application fee and earnest money and relevant documents.

1. Name of the Firm _____
2. Address _____
3. Contact No _____ Fax _____
4. Website (if any) _____ Mobile No. of contact person(s) _____
5. E-mail address _____ @ _____
6. Date of Establishment of Firm _____
7. Name of the Proprietor/Director/Partner _____
8. Copy of the Registration certificate of FPBAI. _____
(Please enclose a copy of the Registration Certificate.)
9. Permanent Account No.: _____
(Attach Copy of PAN No.)
10. Enclose Registration Certificate in case of company or Partnership Deed in case of Partnership Firm/LLP: _____
11. Do you have direct import license. _____
(If yes, please attach a copy of the same)



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12. Do you have satisfactorily supplied books to any 10 Government Universities-Central/State or Institutes of National Importance in last 3 financial years? If yes, the copies of the highest purchase orders and satisfactory performance certificates in last 3 financial years in any 10 Government Universities-Central/State or Institutes of National Importance should be attached.

- | | |
|----|-----|
| a) | (f) |
| b) | (g) |
| c) | (h) |
| d) | (i) |
| e) | (j) |

13. Annual Turnover of the firm for the last 3 consecutive financial years (attach proof):

- | | |
|-------------|---|
| (a) 2023-24 | : |
| (b) 2022-23 | : |
| (c) 2021-22 | : |
| Total | : |
| Average | : |

14. Whether you are income tax payee? If so, please attach a copy of Income tax return (ITRs) filed for last three (03) consecutive years along with photocopy of P/L and Balance Sheet duly certified by Chartered Accountant.

15. Order copy and satisfactory supply certificate of a single highest value order for supply of print books to any Central/State University or Institute of National Importance in last 3 financial years should be attached. Please mention the value of the single highest value order.

16. Are you a distributor / dealer / stockiest/ exclusive/ preferred agent of the publishers? If so, please submit the most recent authority letters issued by the publishers.

17. Details of a DD of Rs. 3,000/- (Rupees Three Thousand Only) as a registration fee of empanelment (non-refundable) drawn from any nationalized bank favoring “**National Institute of Technology Durgapur**” Payable at Durgapur.

Demand Draft Details

- | | | |
|----|-----------------|-------|
| a) | Demand Draft No | _____ |
| b) | Date | _____ |
| c) | For Rs | _____ |
| d) | Drawn on | _____ |



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18. Details of Demand Draft of Rs. 2,00,000/= (Rupees Two Lakh only) as earnest money (refundable) drawn from any nationalized Bank “**National Institute of Technology Durgapur**” Payable at Durgapur.

Demand Draft Details

- a) Demand Draft No _____
b) Date _____
c) For Rs _____
d) Drawn on _____

19. Have your firm ever been debarred / blacklisted for doing business from any government organization?
If No, please furnish an affidavit raised on non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only). _____

DECLARATION

I/ We do hereby declare that entries made in this application form are true to the best of my/ our knowledge and belief. Further the above terms and conditions are acceptable to me/ us in letter and spirit.

Signature of Director/Partners/Proprietors with seal

Date:

Place:



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INSTRUCTIONS TO BOOK SUPPLIER

1. Please go through the Eligibility Criteria for Empanelment for supply of print books to the “**National Institute of Technology Durgapur**” Central Library before filling the application form.
2. Interested booksellers/ vendors/ suppliers/ agents/ distributors should submit application in envelope super-scribing “Application for Empanelment of booksellers/ vendors/ suppliers/ agents/ distributors for supply of print books to the Central Library”.
3. Application will be addressed to “**Registrar, National Institute of Technology Durgapur, Durgapur, West Bengal - 713209**”.
4. The sealed cover should reach in the institute library by any mode i.e. Speed Post or Registered Post latest by **06-05-2025 (1:00 PM)**.
5. The application should be signed by authorized person on every page with official seal of the agency/firm.
6. Incomplete application forms, application forms not filled properly or received after the due date and time will not be entertained. The decision of the institute in this regard shall be final and binding upon the suppliers.
7. At any point of time if any of the documents furnished by the book supplier is found to be false it would be deemed as breach of term of contract and the firm shall be liable for legal action besides termination of empanelment and or forfeiture of earnest money.