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**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
**MAHATMA GANDHI AVENUE**  
**DURGAPUR – 713209, WEST BENGAL**  
**[www.nitdgp.ac.in](http://www.nitdgp.ac.in)**  
**CENTRAL LIBRARY**

Ref. No. 01/NITD/Lib./Vendor/Registration (B)/2018-19

Date: 20.02.2018

**EMPANELMENT NOTICE**

**Empanelment of Vendors for Supply of Books (Print) to NIT Durgapur Library**

**Last date of submission: 26.03.2018**

***Submit application form in sealed envelopes super scribing  
“Application for Empanelment for the supply of Books”.***

Central Library, National Institute of Technology Durgapur invites applications for “**Empanelment of Vendors for the Supply of Books (Print)**” on prescribed format from reputed vendors/distributors/library suppliers in India.

This empanelment will be valid initially up to 31st March, 2019 from the date of final approval of shortlisted suppliers and it may be further extendable maximum up to three years with written request from the vendors/suppliers at the sole discretion of the Institute. Interested vendors/distributors/library suppliers may submit the applications along with one copy each of the requisite documents to “**The Assistant Librarian, Central Library, National Institute of Technology Durgapur, M. G. Avenue –Durgapur – 713209 (W. B.)**”.

**The empanelment for supply of books (print) will be governed by the following “Terms and Conditions”.**

**Eligibility:**

Application from Authorized Indian Publishers/Suppliers/Distributors/Vendors for the supply of books and other printed documents to the Central Library of National Institute of Technology, Durgapur will be considered.

You are invited to submit your application for the supply of Books and other Documents according to terms & conditions.

Each firm shall submit only one application.



## **1. General:**

a. The authority of NIT Durgapur 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.

## **2. Purchase Orders**

a. The library will place purchase orders with the empanelled vendor(s) who offers best and prompt services.

b. Supply of books has to be made strictly against the purchase orders only.

c. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

d. Any clarification/query regarding the purchase order should be sought from the Library within five (05) working days of receipt of the order.

## **3. Time-frame for supply**

a. 30 days (maximum) - for Indian/Foreign titles (if available in India).

b. 60 days (maximum) - for foreign titles (if not available in India).

c. The Books should be consigned to Librarian, National Institute of Technology Durgapur, M. G. Avenue, Durgapur – 713209 (W. B.)

d. If the requested title(s) is OFP (Out of Print) or POD (Print on Demand), sufficient valid supporting documentary proof from publisher should accompany the communication seeking any extra time to supply.

e. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.

f. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a communication to the library explaining the same and seeking an additional required time to supply the same, at least seven (07) working days before the supply due date.

g. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the librarian/In-Charge may consider extending the supply time as may deem fit. However, this should not exceed five (05) weeks from the original supply due date.

h. The supply should be free of freight charges.

i. If the supply is made by post, the books should be sent per registered post/parcel or courier, whose charges will be borne by the supplier. Books sent via V.P.P. & Train will not be accepted.





j. Every supply should be accompanied by a Delivery Challan, clearly bearing the details of the items and titles in supply, their quantity and price.

#### **4. Conditions for cancellations of the released purchase orders**

a. If the empanelled vendor(s) to whom the order has been placed fails to supply the entire order or any part of the order within the stipulated time, without sending any written communication to the library regarding delay or its (their) inability to supply the ordered title(s), then the empanelled vendor(s) will be charged with liquidated damages at the rate of 2% of the value of the order not fulfilled, per week, up to five weeks.

b. Thereafter, the Institute reserves the right to cancel the order and place the empanelled vendor(s) in its black list after providing them an opportunity to represent their side.

c. The decision of accepting supply of cancelled titles is at the sole discretion of the Institute and the decision of the competent authority of the Institute shall be final in this regard.

#### **5. Edition specifications**

a. Latest editions of books must be supplied, unless stated otherwise.

b. By default, paperback editions of books must be supplied, unless stated otherwise.

c. By default, Indian editions of books must be supplied.

d. In case of unavailability of paperback and Indian editions, supply of the available editions in lieu of the default is accepted. However, if Institute library notices/identifies availability of such titles, then the differential cost shall be borne by the vendor.

#### **6. Discount:**

Standard discount rate is at least 30% (RBI Conversion Rate) on all type of books. Lesser discount cases should be properly justified.

#### **7. Invoicing procedure and conversion rates**

a. Invoice should be raised in favour of **The Registrar, National Institute of Technology Durgapur, M. G. Avenue, Durgapur – 713209 (W. B.)**

b. The Invoice should bear the firm's IT PAN

c. Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies) mentioning ISBN along with other details.

d. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory

e. One invoice should be raised against one purchase order (P.O.) only. Titles from different P.O.s should not be combined and supplied under one invoice.



f. The prices in the invoice should be indicated in original currencies.

g. Reserve Bank of India (RBI) currency conversion rates is applicable on the date of Purchase Order shall be followed and should also be clearly indicated on the invoice.

h. Library/Institute may take approx 90 days from the date of the ordered Book (s) received for final payment to the vendors/suppliers.

#### **8. Mandatory enclosures with Invoice**

a. For price verification book seller shall generally produce the publisher's invoice under which he purchased the book. A copy of publisher's/distributor's invoice of the order period may be also accepted if above is not applicable.

b. Catalogue price proof will be accepted in case of Indian books only.

c. A currency conversion proof with date.

d. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

e. Justification of not supplying books if any, supported by letter from respective publisher(s).

#### **Undertaking:**

**Every invoice/bill should certify the following.**

a. The prices charged in the invoice are actual, current publisher's price as billed to us; and are true and correct.

b. The prices charged as per the latest catalogue.

c. The prices are as per the publisher's invoice and the latest editions have been sullied.

d. The book(s) supplied against this order have been against defects in collation, binding, and conditions of accompanying materials viz. CDs etc. and for other physical conditions. If any defects are detected later, the defective books will be replaced without any payment by the Institute. Then vendor will be liable to arrange for supply of replaced book(s).

#### **Return of Mutilated Book(s)**

If supplied book(s) does not confirm the specification or if the book is not in good condition, the supplier will be asked to take back the book(s) at his own his expenses and replace it within one month; otherwise the order will be cancelled. The Library will not be responsible for such books if not taken back and replaced within the s aid period.

#### **9. Termination of empanelment:**

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





a. In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.

b. If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

c. If suppliers fails to deliver even, at least 75% of the supply (in terms of number of titles) during the year.

In such case(s) the library will have right to terminate the empanelment of the concern vendor without giving any prior notices. And the Library reserves the right to claim the amount of loss occurred to the Institute, from the available invoices submitted by the vendor.

10. NIT Durgapur Rules and Regulations will be applicable on local/within Campus Book Vendors/Suppliers.

#### **11. Other Terms and Conditions:**

a. The Central Library reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time with the consultation of Director/Registrar.

b. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the NIT Durgapur shall have the right to procure books/publications on higher discount rates.

c. No increase price shall be accepted. If so, proper paper with justification should be produced from the publisher.

d. The library may invite empanelled vendors for small book exhibitions at regular interval of time. Main book fair will be open for all vendors/publishers/suppliers with separate term and conditions.

e. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by NIT Durgapur

f. Most resourceful suppliers with good book supply record will be considered for empanelment with the recommendation of the committee.

g. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director NIT Durgapur or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of Durgapur.

#### **Enquiry on availability of books/documents**

a. The Central Library may place an enquiry with all the empanelled vendors for the required titles and number of copies of each thereof, by Email/by post.

b. Within two days of receipt of the Email/post, the vendors having books in their ready stock have to respond quoting titles, available with number of copies and unit price by Email/by post.



c. In case of emergent requirement, order may be placed with the local vendors, However discount policy will remain same.

Incomplete and conditional applications are liable to be rejected summarily.


**The application must be addressed to:**

Assistant Librarian  
Central Library  
National Institute of Technology Durgapur  
Mahatma Gandhi Avenue  
Durgapur – 713209 (W. B.), India

Ph.: +91 343-2752161

Mob.: +91 943478 8004

Sd/-  
Dr. Jaydeep Howlader  
Prof. I/C Library  
NIT Durgapur

  
22/02/2020  
Jitendra Kumar  
Assistant Librarian  
NIT Durgapur



**Copy to:**

1. Registrar for information please
2. Library Notice Board
3. Institute Website for wide circulation.