

Annexure II

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Tender reference No. **e-Proc/BOOK_28022026/ LIBRARY_IEST/659**

Date: **28/02/2026**

Expression of Interests (EOI) are invited from bonafide publishers, distributors, importers, book-suppliers, agencies in e-Procurement Mode for **Empanelment of vendors for supply of books (print) to the Ramanujan Central Library of IEST, Shibpur.**

1.	Important Information:	
	Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur P.O. Botanic Garden, Howrah 711103, West Bengal
	Name of Work:	Empanelment of vendors for supply of books (print) to the Ramanujan Central Library of IEST, Shibpur
	Tender Fee (Non-refundable)	Rs. 1000/- in favour of “The Registrar, IEST Shibpur” payable at Kolkata (No Exemption Certificate will be accepted.) .
	Security Deposit (Mandatory)	Rs. 20,000/- in favor of “The Registrar, IEST Shibpur” payable at Kolkata (No Exemption Certificate will be accepted.) .
	Tenure of Empanelment:	01st April, 2026 to 31st March, 2029
	Last Date of Submission of Tender:	22/03/2026
	Tender shall be submitted to:	e-Procurement Cell, IEST, Shibpur (http://eprocure.gov.in/eprocure/app)
	Date of Opening of Tender	23/03/2026
	Clarification needed on Tenderdocuments may be inquired to:	Dr. H.P. Sharma, Librarian (Actg.), IEST Shibpur Contact No.: 94323 65566, e-mail: librarian@iests.ac.in
	Officer Inviting Tender:	Dr. HariPrasad Sharma, OIC (S&P), IEST, Shibpur
	Delivery date:	As per requirement of the Ramanujan Central Library
	Delivery place:	Ramanujan Central Library of IEST, Shibpur

2.	Expression of Interest (EOI) shall consist of the following Information and supporting documents towards: (Scanned copies of all the documents have to be submitted in the CPP portal with the tender)
1.	Name of the firm:
2.	Address of the Registered Office
3.	Contact Phone No. and E-mail address:
4.	Place of registration:
5.	Principal place of business:
6.	Power of attorney of signatory:
7.	Vendor’s Bank account no. with IFSC and PAN:
8.	Valid Trade License, if any;
9.	Annual Turnover, last three years:
10.	GST certificate must be provided
11.	Minimum two (02) 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, NITs, IIMs, IISERs, CSIR/ICMR/ICAR Labs, etc.):
12.	The certificate stating the address where the order has to be placed:

3. Technical Specification

- ✓ Kindly Look through the Annexure -I

4. Terms and conditions:

- i. The whole process starting from uploading of tender to placing of order should be completed within the tender validity period.
- ii. The Institute reserves the right to accept or reject all or any of the tenders without assigning any reason whatsoever. The decision of the Institute shall be final in case of any dispute.
- iii. **The Tender fee of Rupee One Thousand (Non-Refundable) must be submitted in a separate demand draft. The hard copy of the Demand draft must reach Office of the e-Procurement Cell, IEST Shibpur on or before last date of submission of tender.**
- iv. The DD of the successful vendor will be converted as interest free security deposit and to be refunded to the vendor only after the completion of this empanelment. **The hard copy of DD (demand draft) should reach to e-Procurement Cell, IEST Shibpur on or before last date of submission of tender.**
- v. Two separate Demand drafts must be submitted (One as a Tender fee and the other as a Security Deposit).
- vi. SELECTION WILL BE MADE PURELY ON ESSENTIAL TECHNICAL DOCUMENTS.
- vii. Scanned Copy of similar type of order received from any other similar Educational Institute, during the last one year, must be submitted for credential.

I/We accept the above terms and conditions.

(Seal and signature of bidder)

Sd/-
Dr. H. P. Sharma
Officer-in-charge (S&P),
IEST Shibpur

The Hard Copy of the Security Deposit and Tender Fee with a covering letter must be submitted to the Office of the e-Procurement Cell before the Technical Opening Date Positively.



Ramanujan Central Library
Indian Institute of Engineering Science and Technology, Shibpur
P.O. Botanic Garden, Howrah 711 103, West Bengal, India

Sub: Empanelment of vendors for supply of books (print) to the Ramanujan Central Library of IEST, Shibpur

Indian Institute of Engineering Science and Technology, Shibpur invites Expression of Interest on prescribed format from bonafide publishers, distributors, importers, book-suppliers, agencies, etc. having at least an annual turnover of ₹ 20.00 lakh (Rupees Twenty lakhs only) for last three consecutive years for empanelment as vendors for supply of books (print) to the Ramanujan Central Library of the Institute. This empanelment will be valid initially for 3 (three) years from the date of final approval of empaneled list of vendors (i.e., upto **31st March 2029**) and it may be further extendable after satisfactory performance of the respective vendors and written request from the vendors/suppliers, at the sole discretion of the Institute.

Last date for submission of application: **22/03/2026**. Instructions for vendors, application form for empanelment and detailed terms and conditions are as follows:

Instructions for vendors

- The application should be signed by an authorized signatory of the vendor(s) bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- Incomplete and conditional applications will not be considered.
- Prescribed *Application Form* and *Terms and Conditions* sheet may be downloaded from the website of the Institute (www.iests.ac.in) and to be submitted to the Receiving Section of the Institute either by person or by post along with all relevant documents and a Bank Draft of ₹ 1,000.00 (Rupees one thousand only) as Tender fee (Non-refundable) and ₹ 20,000.00 (Rupees twenty thousand only) as interest free security deposit (mandatory) drawn in favour of “The Registrar, IEST Shibpur” on any Nationalized Bank, payable in Kolkata.
- At any given point of time, if any of the documents furnished by the vendors/suppliers is 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.
- Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applicants are liable to be black-listed by the Institute.
- The application(s) received after the due date and time will not be considered.
- The applications will be scrutinized and shortlisted for empanelment by a Review Committee.
- The short-listed vendor(s)/distributors(s)/book supplier(s) for empanelment are required to agree to supply as per the Institute's “Terms and Conditions for Supply of Books (Print) to the library” as stipulated hereunder.

The empanelment for supply of books (print) will be governed by the following terms and conditions:

1. General

- a. The authority of IEST Shibpur 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.
- b. IEST Shibpur does not bind to place the purchase order only to the empaneled vendor.

2. Purchase Orders

- a. The library will place purchase orders with the empaneled vendor(s) who offers best and prompt services and will try to distribute purchase orders equally among vendors.
- 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 e-mail.
- d. Any clarification/query regarding the purchase order should be sought from the Library within five (05) 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 The Librarian, Ramanujan Central Library, IEST Shibpur, Howrah 711 103, West Bengal.
- d. If the requested title(s) is/are *Out of Print* or *Print on Demand*, sufficient valid supporting documentary proof should accompany the communication seeking any extra time for 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 empaneled 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 due date of supply.
- g. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the librarian 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. or Train will not be accepted.
- j. Every supply should be accompanied by a delivery challan in duplicate (2 copies), 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 empaneled 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 empaneled 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 empaneled 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.
- b. By default, paperback editions of books must be supplied.
- 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.

6. Discount

The standard rate of discount is minimum 20% of the price of the book. Vendor should give maximum discount on published price for all books in English/Hindi/regional languages of Indian and foreign origin and in no case less than 20% discount on regular books and minimum 30% discount on set or multi-volume books is permissible. Lesser discount cases should be properly justified with documentary evidences.

7. Invoicing procedure and Conversion Rates

- i. The Invoice should bear the firm's IT PAN.
- ii. Pre-receipted invoice(s)/bill(s) are to be submitted in duplicate (2 copies).
- iii. A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.
- iv. Invoice should be raised in favour of The Librarian, Ramanujan Central Library, IEST Shibpur, Howrah 711 103, West Bengal.
- v. One invoice should be raised against one purchase order only. Titles from different purchase orders should not be combined and supplied under one invoice.
- vi. The prices in the invoice should be indicated in original currencies.
- vii. Good Office Committee (GOC) or equivalent currency conversion rates as applicable on the **date of Purchase Order** should be followed, and should also be clearly indicated on the invoice.
- viii. Library/Institute may take approximate 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/copy of printed catalogue of the order period may be also accepted if above is not applicable.
- b. A currency conversion proof with date.
- c. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

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 empaneled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the Institute.

10. Other Terms and Conditions

- a. The Institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions", if required, at any time.
- b. No vendor shall have the sole right to supply books/publications notwithstanding the discount rates so decided, the IEST Shibpur shall have the right to procure books/publications on higher discount rates.
- c. The library may invite empaneled vendors for small book exhibitions at regular interval of time. Main book fair will be open for all vendors/publishers/suppliers with separate terms and conditions.
- d. Number of vendors/suppliers/publishers etc. for empanelment will be fixed by IEST Shibpur.
- e. All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Director, IEST Shibpur or his nominee. The decision of the arbitration shall be final and binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of IEST Shibpur.



Ramanujan Central Library

Indian Institute of Engineering Science and Technology, Shibpur
P.O. Botanic Garden, Howrah 711 103, West Bengal, India

APPLICATION FORM FOR EMPANELMENT OF VENDORS FOR SUPPLY OF BOOKS (PRINT)

(PLEASE READ THE **TERMS AND CONDITIONS** CAREFULLY BEFORE FILLING THE FORM)

(Strike off whichever is not applicable)

1. Name of the Firm:
2. Address of Head Office and Branches with telephone numbers, fax numbers, e-mail addresses, and website, if any:
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.....
3. Kind of Proprietorship:
 - i. Name and addresses of Directors/Managing Directors/Proprietors:
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.....
 - ii. If Partnership firm, name and addresses of partners:
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.....
4. Do you have direct import license? (Please attach a copy of the same).....
5. Do you have an account with the foreign reputed publishers for importing books directly through them? (Please furnish documentary proof).....
6. Please tick mark and provide documentary proof of your membership in any of the following associations:
 - i. Federation of Publishers' and Booksellers' Associations of India.
 - ii. Any other State/Regional/National Association(s) of books suppliers.
7. Are you a distributor/dealer/stockiest/exclusive or preferred agent of any publisher? If so, please attach copies of the authority letters issued by the publishers along with details of your distributorship/dealership/stockiest/exclusive or preferred agent(s).
8. Is the firm Income Tax payee? If so, please attach one copy each of Income Tax returns of last three consecutive years and also a copy of PAN card of the partners/owners.
9. Please provide details of your firm's GST Registration No. (Attach copy of GST Certificate).
10. Banker's details (a) Banker's Name and Branch, (b) IFSC, (c) Bank Account No. (d) Name of the Account Holder (A certificate issued by the banker may be attached):
11. Minimum four (04) 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, NITs, IIMs, CSIR Labs, ICMR, etc.).
12. Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence.

13. The interest free security deposit of ₹ 20,000.00 (Rupees twenty thousand only) will be refunded to the vendor only after the completion of period or dissolution of this empanelment from whatsoever reason may be.
14. Please provide an affidavit on a non-judicial stamp paper of ₹ 50.00, for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.

DECLARATION

1. I /We (Names of proprietor(s)/partner(s) or shareholder(s) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I/We also hereby declare that all matters related to Indian Institute of Engineering Science and Technology Shibpur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr./Mrs., whose signature is appearing below, is the authorized representative of the firm.
4. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I/We have read and understood all the **Terms and Conditions** for supply of books (Print) of IEST Shibpur as mentioned in this document and consciously agree to abide by them.

Signature of Partners/Proprietors:

Place:Date:

Signature of Authorized representative of the firm:

Authorized Signature of Vendor/Supplier with Date and Office Stamp

Terms and Conditions for Supply of Books (Print) to the Library

1. The vendor should be a member of the Federation of Publishers' and Booksellers' Associations in India or any other state/regional/national associations of books suppliers.
2. Vendor should have an Income Tax Permanent Account Number (PAN) and GST Registration No.
3. The vendor should have a minimum of 3 years' experience in dealing with reputed academic/research/university library.
4. Vendor should supply the selected books within stipulated time, failing which order will be given to another vendor. If any empanelled vendor often fails to supply the material within the given time, procedure to debar the vendor may be initiated.
5. Vendor should give maximum discount on published price for all books in English/Hindi/ regional languages of Indian and foreign origin and in no case less than 20% discount on regular books and 30% discount on set or multi-volume books is permissible.
6. Only Government/Learned Society publications shall be allowed to purchase at no discount. No discount title(s) shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill with documentary evidences.
7. Vendor will have to supply foreign/Indian Society publications, government publications and no discount titles whenever required.
8. Vendor will have to submit the bills of foreign books converted to Indian rupees and it will be paid at the Good Office Committee (GOC) exchange rate or equivalent currency conversion rate as applicable to the date of purchase order.
9. The vendor must submit publisher's/distributor's invoice/bill copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
10. Incomplete or wrong information furnished in the Book Indent/Recommendation Form/Bill/ Invoice/Price Proof/Vendor's Registration Form, may debar a vendor for supply of books.
11. The Institute reserves the right to accept or reject any or all the applications of vendors/book suppliers without assigning any reasons.
12. The books supplied should be in good condition without any defects. In case any defect is found afterwards, even after the accessioning of the book, the defective item shall have to be replaced.
13. Unless otherwise mentioned, only the latest edition of the books will be accepted.
14. Invoice(s) are to be submitted in duplicate (2 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.

15. Invoice(s) are to be addressed in the name of The Librarian, Indian Institute of Engineering Science and Technology Shibpur, P.O. Botanical Garden, Howrah 711 103, West Bengal, India and submitted to the Library.
16. All entries in the Invoice(s) should be typed or neatly hand written in the format acceptable to the library.
17. The prices have been correctly charged in accordance with the publishers' invoice and publisher catalogue.
18. Short listing of vendors will be done by the competent authority for a period of three years initially and that can be extendable at the sole discretion of the Institute.
19. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law of IEST Shibpur.

DECLARATION

I/We (Name of the partners/proprietors) do hereby declare that I/we have gone through all the **Terms and Conditions for Supply of Books (Print) to the Library** mentioned above and agreed to abide by the same for supply of books to the Ramanujan Central Library, IEST Shibpur.

Mr..... Designation

whose signature is given below is the authorized representative of the firm.

.....

(Signature of Authorized Representative)

Place:

Authorized Signatory

Date:

Firms' Seal