



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad



**KNOWLEDGE
RESOURCE CENTRE**
ज्ञान संसाधन केंद्र
Transforming Information into Knowledge

Vendor Registration and Empanelment for Supply of Print Books/CD/DVD and other documents to IITH-KRC(Library) for the period of 2025 to 2027

Indian Institute of Technology Hyderabad invites expression of interest (EOI) for “**Vendor Registration and Empanelment**” for the supply of print books and other documents such as CDs/DVDs/Audio-Visual Materials in prescribed format from the reputed vendors/distributors to Knowledge Resource Centre (KRC-Library), IIT Hyderabad.

This vendor-ship will be valid for two years. Tenders are invited under the two-bid system, i.e., **Technical Bid** and **Financial Bid** (in terms of discount offerings). The technical bid will be opened first. In the second stage, financial bids from the vendors who qualify for the technical bid will be opened for further evaluation and selection towards empanelment. Interested vendors may send the completed application form along with the requisite documents submitted to “**The Registrar, Attn. Chief Library Officer, Knowledge Resource Centre, Indian Institute of Technology Hyderabad, Kandi, Sangareddy, PIN-502285, Telangana, India**”.

Submission of Application starts from:

01-06-2025

Last date of Submission of Application End:

30-06-2025 (5.00 P.M.)



Instructions for bidders:

- The tenders are invited under two bid systems, i.e., Technical Bid and Financial Bid (in terms of discount offerings).
- The interested vendors should submit two separate sealed envelopes superscribing – "Prequalified Bid for supply of Books and other Documents" and with respect to Financial Bid superscribing Financial Bid for supply of Books and other documents submitted to **"The Registrar, Attn. Chief Library Officer, Knowledge Resource Centre, Indian Institute of Technology Hyderabad, Kandi, Sangareddy, PIN-502285, Telangana, India"**.
- The Tender document should be signed by the authorized person, and their full name and status should be indicated below their signature along with the official seal of the firm.
- Incomplete and conditional tender documents will be rejected. Quoting unrealistic rates will lead to disqualification.
- If, at any point in time, any of the documents furnished by the vendors/suppliers are found to be false, it would be deemed a breach of the terms of the contract, making the firm concerned liable for legal action, besides termination of empanelment.
- No bidders will be allowed to withdraw after the submission of bids/opening of the tender. Failing to maintain this discipline, the bidding vendors are liable to be blacklisted by the institute.
- Any tender received after the due date and time will not be considered.
- The Vendor(s)/ Supplier(s) short-listed for vendor empanelment are required to strictly agree to supply as per the institute's "Terms & Conditions for Acquisition of Books" as stipulated hereunder.
- The tenderers whose technical bids are accepted /qualified will be informed about the date and time of the opening of financial bids.

PART-A

Terms and Conditions for Purchase of Books

1. General:

- ❖ The Director, IIT Hyderabad 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.
- ❖ IIT Hyderabad does not bind itself to add to the approved list of vendors or to place a purchase order to any of the vendors. If the required documents are not quoted/available with them.

2. Performance Bank Guarantee:

- ❖ Qualified vendors (both in technical and financial bid) shall submit a Performance Bank Guarantee of **Rs.50,000/- (Fifty thousand only)** vide demand draft, in favor of the **Registrar, Indian Institute of Technology Hyderabad** within Ten (10) days of confirming vendor empanelment.
- ❖ The above interest free Performance Bank Guarantee will be refunded to the vendors only on successful completion of the duration of empanelment i.e., two years from the date of commencement of empanelment.

3. Enquiry on availability of books:

- ❖ The library may place an enquiry with all the empaneled vendors for the required titles and number of copies of each thereof by email.
- ❖ Within Five days of receipt of the email, the Vendors having books as per above list in their ready stock of books must respond within stipulated time quoting titles available with number of copies and unit price in the prescribed PDF and Excel format via reply email only. Quotations received after the deadline will not be considered.

4. Purchase Orders:

- ❖ The supply of books has to be made strictly against the purchase orders.
- ❖ The KRC may place order/re-order the unsupplied book to those vendors who respond promptly on willingness to supply and take minimum time to deliver the books.
- ❖ Sending the acknowledgement of the receipt of purchase order, which is taken as acceptance of the purchase order, is mandatory, preferably by email.

- ❖ Any clarification/query regarding the purchase order should be sought from the library within two (02) days of receipt of the order.

5. Supply:

- ❖ The supply should be free of freight charges.
- ❖ If the supply is made through Railway Parcel, in that case the freight must be prepaid.
- ❖ If the supply is made by post, the books must be sent via registered post, parcel, or courier service. All associated charges shall be borne by the supplier. Books sent through V.P.P. (Value Payable Post) will not be accepted. Vendors should ensure the ordered materials' delivery to the KRC only.
- ❖ Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- ❖ 90% Confirmed POs should be supplied
- ❖ The service Report related to supply of books will be maintained for each vendor and the same will be considered at the time of future empanelment process.
- ❖ If Vendor is unable to supply books from confirmed POs within the stipulated period 2% penalty will be imposed (Penalty based on book cost)
- ❖ If the requested title(s) is "Out of Stock" or "Print on Demand" (POD), sufficient valid supporting documentary proof should accompany the request letter for extension of time.
- ❖ In the 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.
- ❖ All supply of books should be consigned to: ***The Chief Library Officer, Knowledge Resource Centre (KRC), Indian Institute of Technology Hyderabad, Kandi, Sangareddy, (District) - PIN-502285, Telangana, India*** by speed post parcel/Registered Parcel/Courier/ in Person. However, the preferred mode of delivery is in person by hand against duly signed and stamped delivery-challan at Library.

6. Timeframe for supply, and cancellations:

- ❖ Four (04) weeks (maximum) - for Indian titles (Date of issue of purchase order)
- ❖ Eight (08) weeks (maximum) - for foreign titles (Date of issue of purchase order)
- ❖ After the expiry of the timeframe, the purchase order automatically stands canceled.

7. Edition specifications:

- ❖ Pirated Books strictly prohibited; it leads to immediate ban from empanelment.
- ❖ The latest editions of books must be supplied, unless mentioned otherwise.
- ❖ By default, paperback editions of books should be supplied, unless specified otherwise.
- ❖ By default, Indian editions of books should be supplied, unless mentioned otherwise.
- ❖ In case of unavailability of paperback and Indian editions, clarification/ permission should be sought, preferably by email, from the library, regarding supply of the available editions in lieu of the default.

8. Invoicing procedure:

- ❖ Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).
- ❖ A revenue stamp should be affixed to the original bill and should be signed by authorized signatory.
- ❖ Invoice should be raised in favor of **The Director, Indian Institute of Technology Hyderabad, Kandi, Sangareddy, (District) - PIN-502285, Telangana, India**
- ❖ 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.
- ❖ Part supply & Proportionate billing is not acceptable.

9. Undertaking: Every invoice should certify the following:

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

- ❖ The prices charged are as per the publisher's invoice (publishers/importers/distributors) and latest catalogue.
- ❖ The latest editions/fresh copies have been supplied and are not remaindered titles.
- ❖ The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books will be replaced by us free of cost, at the destination of supply.

10. Mandatory enclosures with invoice:

- ❖ A copy of the publisher's invoice as price proof without any cuttings.
- ❖ Mandatory to follow RBI Conversion Rate.
- ❖ Every price proof and currency conversion proof should contain a seal and authorized signature of the vendor.

11. Discount:

- ❖ Based on the percentage of discounts quoted by the bidders, evaluated and finalized by the institute's competent authorities, shall remain in force during the currency of empanelment.
- ❖ It may be specifically noted that no changes in the accepted rates shall be allowed during current empanelment.
- ❖ IITH Library Initiation of Book Acquisition: The Library's book acquisition process begins with receiving suggestions from the IITH community, which are then compiled into a list for potential purchases. The library communicates with its pre-approved empanelled suppliers/vendors to assess the availability status of the recommended titles. This communication involves sending inquiries and requesting availability and price quotations for each title. A comparative sheet is generated to facilitate a thorough evaluation of quotations from different vendors. This sheet assists in selecting the most suitable option based on factors like price, discounts, and delivery time. After evaluating the comparative sheet, the vendor offering the highest discount and meeting other relevant criteria is

chosen. Subsequently, the IITH Library issues a purchase order to the selected empanelled vendor, finalizing the acquisition process.

- ❖ *The Committee for Evaluation of Tender documents of "Empanelment of Vendors for Supply of Print Books and Other Documents" suggests that the IITH Library should proceed as per the previous practice and request a minimum of **26% discount** from the empanelment suppliers/vendors.*

12. Conversion Rates:

- ❖ The prices in the invoice should be indicated in original currencies.
- ❖ RBI currency conversion rates as applicable on **the date of the purchase order** should only be followed and should also be clearly indicated on the invoice.
- ❖ The currency mentioned in the quotation should remain the same in the invoice also.

13. Termination of registration and delisting from the panel: A vendor's registration may be terminated/dropped/black-listed from the list of registered suppliers at the occurrence of any of the following events:

- ❖ If the vendor fails to deliver even, at least 90% of the supply (in terms of number of titles) during the year.
- ❖ If the vendor fails to respond to at least 30% of the email conversations during tenure.
- ❖ In case of breach of any terms of agreement or unsatisfactory/inefficient working on the part of the vendor.
- ❖ If at any time, found that the information provided by the vendor in any form about publications, services and related matters is incorrect and results in losses in any form to the Institute.
- ❖ In such case(s), the institute will be at liberty to cancel the registration without giving any Prior notice to the vendor, and the Institute reserves the right to forfeit the Performance Bank Guarantee, or the amount of loss occurred to the Institute, from the available invoices submitted by that vendor.

14. The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above, if required, at any time.

15. An existing vendor is eligible for registration if they have responded to at least 30% of the quotations received per year during the previous empanelment tenure (i.e. 2023-2025).

16. All disputes and differences arising out of or concerning the work shall be subject to the sole arbitration of The Director, IIT Hyderabad or their 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 Courts of Laws under jurisdiction of Hyderabad Courts.

17. Enclosures Checklist

- 1.** Copy of PAN Card (Firm)
- 2.** Copy of Income Tax returns for the last three financial years (2022 to 2025)
- 3.** Testimonials (minimum 6 no's) from major customers, CFTI's (Centrally Funded Technical Institute) with whom you are already registered. (e.g. IITs, IISc., IISERs, NITs, IIMs, CSIR Labs, ICMR etc.).
- 4.** Copies of Certificates/letters from the publishers
- 5.** Affidavit raised on a non-judicial stamp paper of Rs.50.00 by vendors for not having black-listed.
- 6.** Firm/company registration certificate issued by the state/central government.
- 7.** If you are a member of any trading associations in India/abroad provide a copy.

Dr. Bhojaraja Gunjal
Chief Library Officer

Dr. Saket Asthana
Chairman, Library Committee



PART-B
Technical Bid (For Books)
Application Form

1. Name of the Firm:

2. Address(es) of Head Office & Branches:

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Telephone No.: Fax No.:

E-mail:

Website, If any:

3. Kind of Proprietorship: Single Partnership

Name and address of Directors/ Managing Directors / Proprietor:.....

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If partnership, Name and Address of partners:

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4. Are you a member of Federation of Publishers' and Booksellers' Association of India (FPBAI)?

Yes

No

If so, attach a copy of the membership.

5. Are you a member of any other State / National Association of Books suppliers?

Yes

No

If so, attach a copy of the membership.

6. Are you a distributor/dealer/stockiest/exclusive/preferred agent? Yes No

If so, please submit the authority letters issued by the publishers along with the details of Distributor/ Dealership/stockiest/exclusive/ preferred agents.

7. Please attach a copy of the Income Tax Return filed for the last three consecutive years. (2022 to 2025)
8. Minimum 6 references from the Libraries of CFTI's (Centrally Funded Technical Institute) with whom you are already registered. (e.g. IITs, IISc., IISERs, NITs, IIMs, CSIR Labs, ICMR etc.).
9. The annual turnover of the firm for the last three consecutive years with documentary evidence. (certified by the Chartered Accountant)
10. Affidavit raised on a non-judicial stamp paper of Rs.50.00 by vendors for not having black-listed for minimum 3 years by any Government organizations.

DECLARATIONS

- a. I/We__(names of partners/proprietors or shareholders) do hereby declare that the entries made 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.
- b. I/We also hereby declare that all matters related to IIT Hyderabad shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
- c. Mr._____, whose signatures are given below, is an authorized representative of this firm.
- d. I/we also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts stated above.

Signatures of Partners/Proprietors.

Date (with Firm's Seal)

Financial Bid

Data Sheet-1

The maximum discount that the vendor intended to offer shall be mentioned clearly. Vendors should go through terms and conditions thoroughly before quoting a discount.

Sl. No	Description	% Discount Offered	
		Foreign Publications	Indian Publications
1.	Textbooks		
2.	Reference/Research publications		
3.	Reference works viz., Encyclopedias, Handbooks, Dictionaries, Directories, etc.		
4.	Government/Academies/Institutions/Society publications		
5.	Swamy's Publications		
6.	General publications (meant for competitive examinations, general reading etc.)		
7.	Indian language publications (Hindi, Telugu etc.)		
8.	CD/DVDs		

Declaration:

I/We shall abide by the terms and conditions of IIT Hyderabad as mentioned in the document. The data provided in the technical and financial bid is true.

Signatures of Partners/Proprietors.
Date (with Firm's Seal)

Data Sheet-2**FOREIGN PUBLISHER**

SL. No.	Publisher/Group	Discount	Direct Account Y/N
1	Cambridge University Press		
2	Springer		
3	Wiley		
4	Carcanet Press		
5	Oxford University Press		
6	Routledge		
7	Bloomsbury		
8	CRC Press		
9	Pearson		
10	Elsevier		
11			
12			
13			

Note: Any Others (please specify)**Signature of Partners/Properties.****Date (With Firm's Seal)**

Data Sheet-3

INDIAN PUBLISHER

[illegible]

Signature of Partners/Properties.



Date (With Firm's Seal)

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