



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
Motilal Nehru National Institute of Technology Allahabad
Central Library

URL: <http://www.mnnit.ac.in/>; E-mail: librarian@mnnit.ac.in; Phone: 0532-2271104

Ref. no. 279/MNNITA/LIB-EMP/2022-23/

Date: 28/10/2022

**Advertisement for Empanelment of Vendors / Book Suppliers for Supply of Books (Print) to
Central Library, MNNIT Allahabad, Prayagraj, Uttar Pradesh**

Motilal Nehru National Institute of Technology Allahabad, Prayagraj, invites open offer of interest for **“Empanelment of Vendors / Book Suppliers for the Supply of Books (Print)”** on prescribed format from reputed publishers / distributors / vendors preferably be a member of registered national / state booksellers’ and publishers’ association / other registered federations in India, to Central Library, MNNIT Allahabad, Prayagraj.

This empanelment will be valid initially **upto 31st March, 2024** from the date of final approval of empanelled suppliers list. It may be further extendable upto two more financial years (2024-25 & 2025-26), 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 Librarian, Central Library, Motilal Nehru National Institute of Technology Allahabad, Prayagraj, Uttar Pradesh-211004”**

Date of publishing on website (<http://www.mnnit.ac.in/>) : 28.10.2022
Last date for submission of applications: upto 05:00 pm on 28.11.2022.

Instructions for applicants, detailed terms and conditions, application proforma are as follows:

Instructions for applicants:

- Interested vendors / distributors / library suppliers should submit **application form in sealed envelopes** super scribing – **“Application for Empanelment for the supply of Books (Print)”**.
- 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.**
- 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 the Committee duly constituted for the purpose by the Competent Authority. The shortlisted vendors will be informed by email and / or by regular post for further procedure, as required.
- The short-listed vendor(s) / distributor(s) / library supplier(s) for empanelment are required to agree to supply as per the Institute’s **“Terms & Conditions for Supply of Books (Print)”** as stipulated hereunder.

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

1. General

- (i) The Director, MNNIT Allahabad 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.
- (ii) MNNIT Allahabad is not bind to place the purchase order to the approved vendor.

2. Pre-order Inquiry

- (i) The Library may send a “Pre-order Inquiry” by email, to all the empaneled vendors, for the required list of books to know the following details, in accordance with these approved "Terms & Conditions":
 - (a.) Availability (In stock / procurable / whatever may be the availability condition)
 - (b.) Shipping time (in days)
 - (c.) Unit Price (in Original Currency)
 - (d.) Validity period of price information provided.
- (ii) The empanelled vendors have to respond with the details inquired for, within five (05) working days from the date of receipt of the “Pre-order Inquiry”, by email only.
- (iii) All the details inquired for must be provided. If any field is left blank, the response will not be considered.
- (iv) A proforma for the same will be provided to the empanelled vendors.

3. Purchase Orders

- (i) The Library will place purchase orders with the empanelled vendor(s), who offers best and prompt services in rotation basis or will try to distribute purchase orders equally among vendors.
- (ii) Supply of books has to be made strictly against the purchase orders only.
- (iii) Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.
- (iv) Any clarification / query regarding the purchase order should be sought from the Library within five (05) days of receipt of the order.
- (v) Library may place order / re-order the unsupplied book to those vendors who response promptly on willingness to supply and took minimum time to deliver the books.

4. Time-frame for supply

- (i) 60 days (maximum) - for Indian / Foreign titles (if available in India).
- (ii) 90 days (maximum) - for Foreign titles (if not available in India).
- (iii) The books should be consigned to the Librarian, Central Library, MNNIT Allahabad, Prayagraj, Uttar Pradesh – 211004.

- (iv) If the requested title(s) is "Out of Print" (OOP), "Out of Stock" (OOS) or "Print on Demand" (POD), sufficient valid supporting documentary proof should accompany the communication seeking any extra time for supply.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) The supply should be free of freight charges.
- (ix) 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. and Train will not be accepted.
- (x) Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price duly signed and stamped.
- (xi) Loss, damage, pilferage in transit if any will be sole responsibility of the supplier. Secure and safe delivery of books at Central Library, MNNIT Allahabad, Prayagraj, Uttar Pradesh as per the purchase order is the responsibility of the supplier / vendor alone.

5. Conditions for cancellations of the released purchase orders

- (i) If the empanelled vendor(s) to whom the order has been placed, fails to supply the entire order or any part of the order thereof, within the stipulated time, without sending any written communication to the library regarding delay or his inability to supply the ordered title(s), then the order will stand cancelled and the Institute reserves the right to drop the vendor from its empanelled list after providing him one opportunity to represent his case.
- (ii) 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.
- (iii) In case the vendor(s) regrets to supply the titles mentioned in the P.O. due to any reason, then the P.O. will be canceled and a fresh P.O. will be placed with the next available vendor(s).
- (iv) Books not conforming to the P.O. and / or not in good condition should be replaced within one month otherwise order for those books will be cancelled.

6. Edition specifications

- (i) Latest editions of books must be supplied.
- (ii) By default, paperback editions of books must be supplied.
- (iii) By default, Indian editions of books must be supplied.

- (iv) 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.

7. **Discount:** Vendor should offer maximum discount on published / printed price for all books in English / Hindi language of Indian or foreign origin and in no case less than the following discount percentage under different publications type as given below on the current edition of a book.

SN	Publications Type	Indian Title / Indian imprint of foreign title / Foreign Title (Discount % on Printed / Publisher's price)
1	All type of books irrespective of the number of copies.	25%
2	(Govt. / society publications / short discount / no discount publications)	Publisher's price - (discount earned) +5% handling charges on net amount (vendor should submit open publisher's invoice along with a certificate in this regard)

8. Invoicing procedure and Conversion Rates

- (i) The Invoice should bear the firm's IT PAN and account details for online transfer of payments.
- (ii) Pre-receipted invoice(s) / bill(s) are to be submitted in triplicate (3 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 Librarian, MNNIT Allahabad, Prayagraj, Uttar Pradesh – 211004.
- (v) 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.
- (vi) The invoice should be prepared preferably in the same order as items listed in Purchase Order.
- (vii) The prices in the invoice should be indicated in original currencies.
- (viii) Every invoice must have library purchase order number and date mentioned.
- (ix) Vendor will have to submit the bills of foreign books converted to Indian rupees at the FBIL Reference Rate / Bank rates (in case a vendor / book supplier submits bank rate document as proof of conversion rate, the bank rate document should be of the same bank in which the vendor would like to receive the payment) as applicable on the date of Invoicing against P.O. and should also be clearly indicated on the invoice.**
- (x) Copy of FBIL Reference Rate / Bank rates must be duly signed and stamped, for the foreign published books if any.**
- (xi) The invoices send by the empanelled vendor(s) by converting into Indian currency will be paid in Indian currency only. No supplementary invoices will be considered after payment.

- (xii) Any sticker affixed with the book indicating price is not acceptable.
- (xiii) In case of certificates of price obtained from Indian office of the publisher, should bear Name, Signature with Official stamp of the signing authority having contact telephone number.
- (xiv) If the bibliographic details of the book, unambiguous price proof and physical condition of the books found perfect, then only Invoice will be processed for payment. Institute may take approx. 120 days from the date of the ordered Book(s) received in the Central Library for final payment to the vendors / suppliers.
- (xv) All documents sent must bear the signature and seal with date of the supplier / vendor concerned.

9. Undertaking / Declaration

Every invoice should certify the following as per **Format – I**

- (i) The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
- (ii) The latest editions have been supplied, and they are not remaindered titles.
- (iii) 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 / CDs shall be replaced free of cost, at the destination of supply.
- (iv) In case any discrepancies arise in the books supplied by us, we will be held responsible for the same and we undertake to return the payment received by us for the same.

10. Defective Items & Reverse Pickup: Reverse pick-up of the defective items is the responsibility of the vendor(s) and the charges are to be borne by the vendors(s) only. Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from Library.

11. Mandatory enclosures with Invoice

The Vendor must submit the following price proof, duly certified and stamped, in support of the price charged:

- (i) **In case of a foreign title:**
 - (a) If the price of the book is not printed, the vendor must submit publisher's invoice copy of the book as a price proof.
 - (b) If a foreign title is exclusively distributed by any exclusive Indian distributor, then vendor must submit 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.
- (ii) **In case of Indian title:** If the price of the book is not printed, then the vendor must submit the publisher's / authorized distributor's invoice copy, as price proof. **Publisher's Catalogue is generally not accepted as price proof.**

12. 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:

- (i) In case of breach of any terms of agreement, or unsatisfactory / inefficient working on the part of the vendor.
- (ii) 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.

13. Other Terms and Conditions

- (i) The Institute reserves the right to change or modify or amend or substitute any clause(s) in the "Terms and Conditions" listed above.
- (ii) Wrongly supplied books must be collected within 30 days of the supply else library will have full right to enter the said book in library record preferably under Gratis.
- (iii) Supplied wrong, misprinted, etc. books must be replaced at any time even after putting library stamp on that.
- (iv) 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 terms and conditions.
- (v) Number of vendors / suppliers / publishers etc. for empanelment will be fixed by MNNIT Allahabad.
- (vi) Cancel an order at any time without assigning any reason thereof.
- (vii) Procure the books(s) from any other source if available, skipping the empanelled vendors, when all the empanelled Vendors fail to supply the said books.
- (viii) ***The EMD fee of Rs. 25,000/- (Rupees Twenty-five Thousand only) in the form of DD (In favour of MNNIT Allahabad, Prayagraj, Uttar Pradesh - 211004) should be attached with the application form, without which the offer would not be considered.***
- (ix) ***EMD money retention: Institute will retain the interest free EMD amount of Rs. 25000/- for the empanelled Vendors till the empanelment remains valid. This will be refunded to the parties only after the dissolution of this empanelment from whatsoever reason may be. Withdrawal of vendor ship request from any of the empanelled vendors is allowed only after one year passed, from the effective date of empanelment declared; and in such cases the total EMD money of Rs. 25000/- will be refunded to the party through their bank Account as recorded with the Institute or updated their after without any interest on the deposit value.***

14. Legal Dispute Settlement

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of

Director, MNNIT Allahabad 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 Prayagraj.

Undertaking / Declaration form

Library order No..... Date

I Certify that:

1. The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.
2. The latest editions have been supplied, and they are not remaindered titles.
3. 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/CDs shall be replaced free of cost, at the destination of supply.
4. In case any discrepancies arise in the books supplied by us, we will be held responsible for the same and we undertake to return the payment received by us for the same.

Date

Signature of the Authorized Signatory

Name in BLOCK Letter

Full Address :

.....

Seal of the firm

<p>registration letter.</p>	
<p>6. 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 agents(s).</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>7. Year of starting the firm with registration number / date</p>	<p>.....</p> <p>.....</p>
<p>8. PAN / TAN No. (Attach Copy)</p>	<p>.....</p> <p>.....</p>
<p>9. GST Registration No. (Attach Copy)</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>10. If the firm is Income Tax Payee? If so, please attach one copy each of Income Tax Returns for Financial Year 2019-2020, 2020-2021, & 2021-2022 and also a copy of PAN card of the partners / owners.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>11. Minimum five (05) references of the libraries of reputed institutes / organizations (e.g. IITs, NITs, IISERs, IIMs, Universities, etc.) with whom you are already registered.</p>	<p>(1).....</p> <p>(2).....</p> <p>(3).....</p> <p>(4).....</p> <p>(5).....</p>
<p>12. Please provide details of the annual turnover of the firm for the Financial Year 2019-2020, 2020-2021, & 2021-2022 with audited copy of the same. To be eligible minimum 01 crore per year turnover is required in last three financial years.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>13. Please provide an affidavit on a non-judicial stamp paper of Rs. 50.00 for not having black-listed for minimum three (03) years by any of the Institutes or Universities or Government organizations in India.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

DECLARATION

1. I / We (Names of proprietor(s) / partners or shareholders) 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 Motilal Nehru National Institute of Technology Allahabad 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. / Ms. whose signature are appearing below, is / are authorized representative(s) 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, state above.
5. I / We assure that if empanelled, the firm will serve the Institute for a minimum period of one year.
6. I / We have read and understood all the “**Terms and Conditions**” of MNNIT Allahabad as mentioned in this document and consciously agree to abide by them.

Signature of Partners / Proprietors / Authorized representative(s) of the firm
(Seal of the Firm)

Place:
Date:

Check List

The attached documents must be arranged in the following order:

- (i) EMD of Rs. 25,000/- (Rupees Twenty-five Thousand only) in the form of DD (In favour of MNNIT Allahabad, Prayagraj, Uttar Pradesh – 211004).
- (ii) Application form.
- (iii) Copy of your registration letter of member of registered national / state booksellers’ and publishers’ association / other registered federations in India.
- (iv) Most recent authority letters issued by the publisher’s stating you as a distributor / dealer / stockiest / exclusive or preferred agent.
- (v) Copy of PAN / TAN No.
- (vi) Copy of GST Registration No.
- (vii) ITR of last three financial years (i.e., 2019-2020, 2020-2021, & 2021-2022).
- (viii) Reference letter of minimum five (05) references of the libraries of reputed institutes / organizations (e.g. IITs, NITs, IISERs, IIMs, Universities, etc.) with whom you are currently dealing with.
- (ix) Audited copy of annual turnover of the company for last three financial years (i.e., 2019-2020, 2020-2021, & 2021-2022).
- (x) Affidavit raised on non-judicial stamp paper of Rs. 50/-.