

INDIAN STATISTICAL INSTITUTE
North-East Centre, Tezpur

Ref No: ISINE/AD/OCG/66/25-26

Date: July 22, 2025

Notice for Empanelment of Book Vendors/Book Supplier for Supply of Books

Indian Statistical Institute North East Centre, Tezpur invites applications for "Empanelment of Vendors for the Supply of Books" on prescribed format from reputed vendors/distributors/library Suppliers/publishers in India.

The empanelment will be valid initially for 3 years and may be extendable up to two more years, at the sole discretion of the Institute.

General Information about the Notice:

- a) Last date of receiving of application: August 12, 2025
- b) Date of opening of application: August 13, 2025

General Terms & Conditions

1.1 Instructions for Applicants:

- a. Interested vendors/distributors/suppliers/publishers should submit application form in sealed envelopes super scribing-"Application for Empanelment for the supply of Books" to The Library, Indian Statistical Institute North East Centre, Punioni, Solmara, Tezpur-784501.
- b. The Application should be signed by authorized signatory of the vendor bearing his/her full name and status, clearly indicated below the signature along with the official seal of the firm.
- c. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made to the client. Failing to maintain this might lead to disqualification/ black listing of the vendor by the client.
- d. Late, incomplete, unsigned applications will not be considered.
- e. The shortlisted vendors/distributors/suppliers/publishers for empanelment are required to agree to supply as per the Client's "Terms & Conditions for Supply of Books" as per mentioned underneath.

1.2 Eligibility for Empanelment for Applicants

- a. The vendors/distributors/suppliers/publishers should be a member of Good Offices Committee/Federation of Publishers' and Booksellers' Association in India/ Association of Indian Publishers and Booksellers etc.
- b. They must have PAN and GSTN (if applicable) issued by the Income Tax Department.
- c. They must have active trade License.

- d. They must have minimum two years of experience in supply of Books with major and reputed government and private organization.

Terms & Conditions for Supply of Books

1. Enquiry on Availability of Books:

- a. At the first instance Library will send an e-mail with the list of books and number of copies required for Library. Vendor should respond within 5 working days by e-mail with the following details
 - i. Unit Price (both original as well as Indian currency)
 - ii. Rate of Discount (not less than 15%)
 - iii. Shipping time etc.

2. Purchase Orders:

- a. The Library will place order with the empanelled vendor offering lowest price. Prompt service of the vendor also be taken into account.
- b. Supply of books has to be made strictly against the order only.
- c. The vendor should acknowledge the receipt of the order immediately by e-mail within two days.

3. Time Period for Supply

- a. Indian/ Foreign Titles (if available in India): 15-30 days from the date of placing of the order.
- b. Foreign Publications (if not available in India): 30-60 days from the date of placing of the order.

4. Delivery of Books:

- a. The supply should be free of freight charges.
- b. The mode of delivery may be hand delivery, registered parcel, and courier service. If any loss, damage in transit will be the sole responsibility of the supplier.
- c. Every supply should be accompanied by a delivery challan, clearly bearing the details of the items and titles in supply, their quantity and price.
- d. The publication supplied must be new and good condition without any defects/damage.

5. Edition Specification:

- a. Latest editions of books must be supplied.
- b. By default paperback and Indian editions of books should be supplied.
- c. In case of unavailability of paperback and Indian editions, permission/clarification should be sought by email from the Library.

6. Invoice Procedure and mandatory enclosure:

- a. Invoices/bills are to be submitted in triplicate. Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
- b. One invoice should be raised against one order. Titles from different order should not be combined and supplied under one invoice.
- c. The price in the invoice should be indicated in original currencies.
- d. If the price of the book is not printed, the vendor must submit the publisher's invoice copy of the book as a price proof.
- e. If a foreign title is exclusively distributed by any exclusive Indian distributor, then the vendor must submit a letter from the publisher/authorized exclusive distributor stating the same and the price of the book along with the invoice of the authorized exclusive distributor, as price proof.
- f. Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.
- g. ISI follows RBI rate of exchange only.

7. 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 violation 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.

8. Reserve the Right:

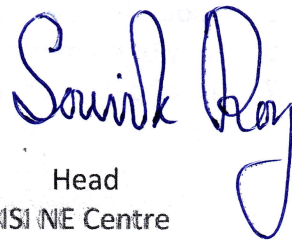
- i. Cancel an order at any time without assigning any reason thereof.
- ii. Change or modify or amend or substitute any clause in the terms and conditions listed above.
- iii. Procure the books(s) from any other source if available, skipping the empaneled vendors, when all the empaneled vendors fail to supply the said books.

9. Arbitration Clause

In the event of any dispute or difference arising out of or in connection with this, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the Indian Arbitration and Conciliation Act, 1996. It shall be subject to Assam Jurisdiction only.

10. FORCE MAJEURE

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then, provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the contract agreement shall, however, be resumed as soon as practicable after such eventuality has come to an end.


Head
ISI NE Centre

Annexure I

Empanelment of Book Vendors/Book Suppliers for the Supply of Books

1. Name of the Organization :
 - a. Name of the Proprietor :
2. Postal Address :
3. Telephone No. :
4. E-mail :
5. Trade license :
Valid up to :
6. PAN No. :
7. GST No.(if any) :
8. Contact person :
Mobile no :
9. Bank Details :

I hereby declare that I have read and understood the terms and conditions of this empanelment invitation as specified in the Ref No: _____ dated _____
accordingly, I accept the term and conditions.

Date:

(Signature of the Vendor)

Attach Relevant Document-

1. Active trade license
2. PAN card of the owner
3. GST Certificate of the Owner(if applicable)
4. Savings Account in a Nationalized Bank
5. A sound track record of supply of books to reputed organization
6. Copy of membership FPBAI/AIBP etc.
7. List of publishers represented by the Vendor